

**BEFORE COMPLETING THE APPLICATION FORM PLEASE
READ THROUGH THE FOLLOWING INFORMATION:**

It is a legal requirement that you inspect the property before applying for tenancy.

Have you viewed this property? YES / NO - Date inspected _____

We require the following information to be supplied to process an application

- Photo ID: Passport, Australian Drivers Licence or Proof of Age Card**
- Medicare Card**
- Bank Card**
- Copy of the front page of current Lease**
- Copy of your Rental Ledger
(if a private rental, a written reference is required)**
- Proof of Income: 3 consecutive pay slips**
- Proof of Address: e.g. Telephone Bill, Electricity/Gas Account,
Bank Statements, Water Rates (PLEASE PROVIDE 3)**
- Letter of Employment – Including pay and period of employment**
- If you are self-employed include accountant details and previous
year's tax return**

Should an applicant fail to provide the above information the application **MAY NOT** be processed. If you return the application incomplete or unsigned **YOUR APPLICATION WILL NOT BE CONSIDERED.**

Please note Parkes & Partners Real Estate reserves the right to accept more than one tenancy application on any one property. Please note that all applications are checked on TICA

Our office reserves the right to allow for any changes or additions to the above information.

If your application is successful a Reservation Fee of 1 week's rent is payable within 1 day to secure the property. The following is required upon signing the lease:

- ✓ 1 weeks rent in advance (in addition to the reservation fee)
- ✓ 4 weeks rent for the bond

Please note: If your property has water usage as part of the arrangement then it is expected that we receive payment no later than 14 days after invoice has been posted out to the tenant

PROPERTY DETAILS

Address of Property to be rented:

Amount of Rent: \$ _____ per week

Lease commencement date requested: ____/____/____

Term of Lease: _____ months

How many people will occupy the property: Adults: _____ Children: _____

Ages of Children: _____

APPLICANT 1 - DETAILS

- Mr
- Mrs
- Miss

Other: _____

Full Name: _____

Date of Birth: _____

Home Number: _____

Mobile Number: _____

Email: _____

Current Address: _____

Driver License Number: _____

Driver License State: _____

Are You a Smoker? Yes / No (please circle)

Passport Number: _____

Passport Country: _____

Medicare Card Number: _____

APPLICANT 1 – RENTAL HISTORY

How long have you lived at your current address?

_____ Years _____ Months

Reason for leaving?

Current Landlord/Agent: _____

Phone Number: _____

Weekly Rent Paid: \$ _____ per week

Was your Bond refunded in full? Yes / No (please circle)

If No, reasons why:

What was your previous rental address: (if less than 2 years?)

Reason for leaving?

Rent paid \$ _____ per week

Was your Bond refunded in full? Yes / No (please circle)

If No, reason why:

APPLICANT 1 – EMPLOYMENT HISTORY

What is your current occupation?

Type of Employment: **Full Time** / **Part Time** / **Casual** (please circle)

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per week / fortnight (please cross out if not applicable)

Former Occupation if employed for less than 12 months

What was your former occupation? _____

Type of Employment: **Full Time** / **Part Time** / **Casual** (please circle)

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per week / fortnight (please cross out if not applicable)

APPLICANT 1 – REFERENCES

Please provide details of two references per applicant.

Name: _____

Contact Number: _____

Relationship: _____

Name: _____

Contact Number: _____

Relationship: _____

APPLICANT 1 – VEHICLE DETAILS

Do you own a vehicle? Yes / No (please circle)

Make: _____

Model: _____

APPLICANT 2 - DETAILS

- Mr
- Mrs
- Miss

Other: _____

Full Name: _____

Date of Birth: _____

Home Number: _____

Mobile Number: _____

Email: _____

Current Address: _____

Driver License Number: _____

Driver License State: _____

Are You a Smoker? Yes / No (please circle)

Passport Number: _____

Passport Country: _____

Medicare Card Number: _____

APPLICANT 2 – RENTAL HISTORY

How long have you lived at your current address?

_____ Years _____ Months

Reason for leaving?

Current Landlord/Agent: _____

Phone Number: _____

Weekly Rent Paid: \$ _____ per week

Was your Bond refunded in full? Yes / No (please circle)

If No, reasons why:

What was your previous rental address: (if less than 2 years?)

Reason for leaving?

Rent paid \$ _____ per week

Was your Bond refunded in full? Yes / No (please circle)

If No, reason why:

APPLICANT 2 – EMPLOYMENT HISTORY

What is your current occupation?

Type of Employment: Full Time / Part Time / Casual (please circle)

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per week / fortnight (please cross out if not applicable)

Former Occupation if employed for less than 12 months

What was your former occupation? _____

Type of Employment: Full Time / Part Time / Casual (please circle)

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per week / fortnight (please cross out if not applicable)

APPLICANT 2 – REFERENCES

Please provide details of two references per applicant.

Name: _____

Contact Number: _____

Relationship: _____

Name: _____

Contact Number: _____

Relationship: _____

APPLICANT 2 – VEHICLE DETAILS

Do you own a vehicle? Yes / No (please circle)

Make: _____

Model: _____

PET INFORMATION

Do you own a pet? (please circle)

Yes

No

Please specify details of your pet (including age and breed):

PLEASE EMAIL COMPLETED APPLICATION FORM TO:

admin@parkespartners.com.au

OR HAND DELIVER TO:

Shop 6/100 The Parkway, Bradbury NSW 2560

PRIVACY DISCLOSURE DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I have inspected the premises and agree to accept the premises in its present condition.

I acknowledge that this application is subject to the approval of the owner/ landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I acknowledge that should my application for tenancy of the premises be approved, I agree to pay the equivalent of one (1) week's rent to the Landlord's agent as a holding deposit pending the signing of the tenancy documents whereby the holding deposit reverts to the first week's rent. I further acknowledge that an additional week's rent, bond and lease preparation fee will also become payable upon signing the tenancy documents.

I authorise the Agent to obtain personal information from:

- (a) the owner of the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant

- prepare lease/tenancy documents
- allow organisations/trades people to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts and Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable).

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Print Name _____

Sign _____

Date _____