



Application for Tenancy

[For additional applicants complete another form]

PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.

I apply for a tenancy of the following premises:

PREMISES: _____

LANDLORD: _____

TERMS OF TENANCY	
Rent: \$ _____ per week/fortnight/month	Term: _____ Lease start date: _____
Number of: tenants: _____ adult occupants: _____ children: _____	
Pets (specify details and subject to landlord's/agent's approval): _____	
First payment of rent in advance	\$ _____
Rental bond	\$ _____
Subtotal	\$ _____
Holding fee (see Part 7 below) - deduct if applicable	\$ _____
Amount payable (cash or bank cheque) on signing tenancy agreement	\$ _____
Special conditions (if any) or additional matters: _____	

Part 1

PERSONAL DETAILS	
SURNAME: _____	GIVEN NAMES: _____ TITLE: _____
Date of Birth: _____	Phone: Priv.: _____ Bus.: _____
Mobile: _____	Email: _____
Driver's Licence No.: _____	Car Registration No.: _____
<input type="checkbox"/> Employed	<input type="checkbox"/> Homemaker
<input type="checkbox"/> Student	<input type="checkbox"/> Retired
<input type="checkbox"/> Unemployed	
Allowances or payments received (specify type & amount) _____	

Part 2

EMPLOYMENT HISTORY (Confirmed [])	
CURRENT EMPLOYER: _____	Business Address: _____
Contact Name: _____	Phone: _____ Period Employed: _____
OCCUPATION: _____	full time/part time/casual/contract
PREVIOUS EMPLOYER: _____	Business Address: _____
Contact Name: _____	Phone: _____ Period Employed: _____
OCCUPATION: _____	full time/part time/casual/contract
SELF EMPLOYED: (provide the following details)	
<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership
<input type="checkbox"/> Company	
Occupation/Title: _____	Type of Business: _____
Company or business name: _____	ACN or ABN _____
Address: _____	
Contact details: _____	
Verification of income for self-employed:	
1. Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business	
2. Company: please provide a current Asset/Liability report from your accountant.	

Part 3

TENANCY/LIVING HISTORY (Confirmed [])	
Current Living Status	
Address: _____	Time here: _____ mths/yrs
<input type="checkbox"/> Own	<input type="checkbox"/> Renting
<input type="checkbox"/> Boarding	<input type="checkbox"/> Living at home
<input type="checkbox"/> Other	
NAME OF CURRENT LANDLORD/AGENT: _____	
ADDRESS: _____	
CONTACT: _____ PHONE: _____	
Has lease expired: Yes/No	RENT: \$ _____ per week/fn/mth
	No. people on lease: _____

Part 3 (Continued)

Previous living address		Time there: _____	_____ mths/yrs
Address: _____			
Reason for leaving _____			
NAME OF PREVIOUS LANDLORD/AGENT: _____		(if applicable) _____	
ADDRESS: _____			
CONTACT: _____		PHONE: _____	
RENT: \$ _____			

Part 4

REFERENCES (Give names and phone numbers)
1. Financial - _____
2. Personal - _____

OFFICE USE ONLY
REFERENCE CHECKS _____

AUTHORITY & DECLARATION OF APPLICANT
I authorise the landlord's agent -
[a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
[b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
[c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
[d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
[e] I have inspected the subject premises and accept them as inspected.

NOTE: The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.

Signature of Applicant: _____	Date: _____
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Part 5

PERSON TO BE NOTIFIED IN AN EMERGENCY:
NAME: _____
ADDRESS: _____
PHONE: Private: _____ Business: _____

Part 6

TENANT'S AGENT (Optional)
You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.
Name and contact details of tenant's agent (name and address to be included in the lease)
Name & Address _____
Telephone: _____ Fax: _____ Email: _____

Part 7

HOLDING FEE
The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of \$ _____ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:
(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

NAME OF LANDLORD'S AGENT: SIMS Property
ADDRESS: www.simsproperty.com.au

Signature of Landlord/Agent:

Date: _____

Signature of Applicant:

Date: _____

See following page 4 for disclosures, if any

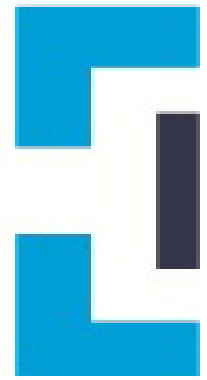
PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.



Supporting Documentation Checklist

Please provide non-returnable copies of the following document with your application

A. PERSONAL IDENTIFICATION ? Completed

You must provide one of the following

<input type="checkbox"/>	Drivers Licence
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Birth Certificate + Photo ID

B. PROOF OF INCOME ? Completed

You must provide at least one of the following

<input type="checkbox"/>	Last Pay Advice
<input type="checkbox"/>	Current Centrelink Statement
<input type="checkbox"/>	Current Bank Statement (must show sufficient funds to meet rental payments)

C. SUPPORTING DOCUMENTATION ? Completed

You must provide at least 40 points of the following documentation

<input type="checkbox"/>	40 points	Current Rental Ledger (from Agent)
<input type="checkbox"/>	20 points	Last 2 Rent Receipts
<input type="checkbox"/>	20 points	Two Written References
<input type="checkbox"/>	30 points	Recent Rates Notice
<input type="checkbox"/>	10 points	Vehicle Registration Papers
<input type="checkbox"/>	10 points	Current Electricity/ Phone Bill