

# Tenancy Application

*You will also be required to provide the following documents:*

- ☐ *Rental ledger or last four rent receipts*
- ☐ *Photo Identification - Driver's License or Passport*
- ☐ *Rental references from previous lessor or agent*
- ☐ *Proof of income*
- ☐ *Copy of previous accounts eg Telstra, Energy Australia*
- ☐ *Copy of current bank statement*

Successful applicants will be required to pay

**Two weeks rent**

**Bond (Equivalent to four weeks rent)**

Initial method of payment must be in the form of cash/bank cheque  
No personal cheques will be accepted.

## Office Use Only

**PROPERTY ADDRESS:** \_\_\_\_\_

- ☐ Approved      Lease start \_\_\_\_\_ Lease ends \_\_\_\_\_
- ☐ 6months      Rent \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_
- ☐ 12 months

## **REFERENCE CHECKS**

- ☐ Previous agent: \_\_\_\_\_
- ☐ Current employer: \_\_\_\_\_

# 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 (PART 7).

I apply for a tenancy of the following premises:

**PREMISES:** \_\_\_\_\_ **INSPECTED PROPERTY:** \_\_\_\_\_

### TERMS OF TENANCY

#### PART 1

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): \_\_\_\_\_  
Special conditions (if any) or additional matters: \_\_\_\_\_

### PERSONAL DETAILS

#### PART 2

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone: Priv.: \_\_\_\_\_ Bus.: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Driver's Licence No.: \_\_\_\_\_ Car Registration No.: \_\_\_\_\_  
Employed ☐ Homemaker ☐ Student ☐ Retired ☐ Unemployed ☐  
Allowances or payments received (specify type & amount) \$ \_\_\_\_\_

### EMPLOYMENT HISTORY

#### PART 3

CURRENT EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

### TENANCY/LIVING HISTORY

#### PART 4

Current Living Status  
Address: \_\_\_\_\_ Time here: \_\_\_\_\_ mths/yrs  
Own ☐ Renting ☐ Boarding ☐ Living at home ☐ Other ☐ \_\_\_\_\_  
NAME OF CURRENT LANDLORD/AGENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
Has lease expired: Yes/No RENT: \$ \_\_\_\_\_ per week/fn/mth

### PERSON TO BE NOTIFIED IN AN EMERGENCY

#### PART 5

NAME: \_\_\_\_\_ RELATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

### HOLDING FEE

#### PART 6

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.

## PRIVACY NOTICE

## PART 7

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.

## UTILITY CONNECTION SERVICE

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Quest Realty Group may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: [www.onthemove.com.au/legal-and-privacy](http://www.onthemove.com.au/legal-and-privacy). Standard connection fees may apply.



We guarantee that your electricity and gas will be connected on your agreed move-in date\*.

\*Terms and conditions apply.

Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)

Unless I have otherwise indicated, I consent to the disclosure of this application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services.

I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Quest Realty Group does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Quest Realty Group, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

☐ No, I will connect the required utilities of my own accord.

Signature: \_\_\_\_\_



### **RENTAL REFERENCE REQUEST**

*As per the Privacy Act we hereby provide the following questionnaire to be completed by a Property Manager as a Tenancy reference for our applicant)*

#### **TO BE COMPLETED BY APPLICANT:**

Applicant/s Name: \_\_\_\_\_

Current Rental Address: \_\_\_\_\_

Property Manager: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_

*I hereby give my authority for you to provide reference details to QUEST Pty Ltd for processing my application.*

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **TO BE COMPLETED BY PROPERTY MANAGER:**

Is the applicant/s name listed on the tenancy agreement? Yes No

Did your office terminate the tenancy? Yes No

If so, on what grounds? \_\_\_\_\_

During the tenancy was the applicant/s ever in arrears? Yes No

Did the applicant/s receive any Notice to Remedy Breaches? Yes No

Did the applicant/s keep the property clean and tidy? Yes No

Were pets kept on the premises? Yes No

Was the bond refunded in full (if vacated)? Yes No

Would you lease a property to the applicant/s again? Yes No

**PLEASE FAX A COPY OF THE APPLICANT'S RENTAL LEDGER WITH THIS FORM TO**

**(02) 9708 5550**

**or**

**email: [info@questrealtygroup.com.au](mailto:info@questrealtygroup.com.au)**