

## Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)

### A. AGENT DETAILS

#### Willow Realty Pty Ltd

**Address:** Shop 1, 635-637 Princes Hwy Rockdale NSW 2216  
**Phone:** (02) 9577 8400  
**Mobile:** 0419 533 133  
**Email:** mail@willowrealty.com.au  
**Web:** www.willowrealty.com.au

### B. PROPERTY DETAILS

#### 1. What is the address of the property you would like to rent?

Postcode

#### 2. Lease commencement date?

	Day		Month		Year
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#### 3. Lease term?

	Years		Months
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#### 4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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### C. PERSONAL DETAILS

#### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

#### 6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

#### 7. What is your current address?

Postcode

#### 8. How did you find out about this property?

- ☐ Newspaper ☐ The Internet ☐ Local Paper  
☐ Office ☐ Office Window ☐ Sign Board at property  
☐ Referral ☐ Other (specify)

Application sent to Direct Connect (if Required) ☐

### D. UTILITY CONNECTION



MAKES MOVING EASY

This is a FREE service that can connect you to the following utilities and services in your new home:



#### GET CONNECTED IN 4 EASY STEPS

- Step 1** Tick the box
- Step 2** We'll call you
- Step 3** It's a smart choice
- Step 4** Get connected

☐ YES

I consent to:

- Willow Realty providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

#### Applicant 1:

Signature Date

#### Applicant 2 (if applicable):

Signature Date

Name Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

### E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

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.

Signature Date

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

**12. What was your previous residential address?**

Postcode

**13. How long did you live at this address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

**J. PAYMENT DETAILS****Property Rental**

<input type="text" value="\$"/>	per week
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First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement (bank cheque or money order only)****K. 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.

**Signature of Landlords agent****Date****Signature of Applicant****Date**

## TENANCY APPLICATION CHECKLIST

To process your rental application form, Willow Realty Pty Limited requires you to provide us with the following documentation, while some may not be applicable to you, we suggest that you provide as much as possible from the following checklist:

Type	Yes/No
Driver's License	
Passport	
Rental Ledger	
Other Photo ID	
Previous Two (2) Pay Slips	
Copy of Business Registration	
Copy of latest Tax Assessment	
Motor Vehicle Registration Certificate	
Bank Statement	
Copy of BAS Statement	
Electricity, Phone and or Gas Account	
Council Rate and or Water Rates	