



# Professionals

## Residential Tenancy Application Form

Property \_\_\_\_\_

Rent \$ \_\_\_\_\_ Date \_\_\_\_\_

Proposed Commencement Date: \_\_\_\_\_

To enable processing of this application, each applicant must provide a minimum of one item from each of the following sections:

**Photo Identification:**

Drivers licence

Or

Passport

Or

Proof of Age Card

Bank Statement

Statement of Government Benefits

Birth Certificate

Medicare Card

Or

Pension Card

Tenancy Rent Ledger

Or

3 Rent Receipts

Telephone Account

Or

Electricity Account

Or

Gas Account

Current 3 Pay Slips

Or

Group Certificate

**If you Own a Property:**

Rates Notice

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**Wamberal Professionals**  
668 The Entrance Road, Wamberal NSW 2260  
Ph: 02 4384 4499 Fax: 02 4384 1297  
Email: rentals@wamberal.com Web: www.wamberal.com

**PERSONAL DETAILS**

Full LEGAL Name \_\_\_\_\_

(As listed on drivers licence, passport or proof of age card)

Have you ever been known by any other name: Yes / No

If Yes Please provide details: \_\_\_\_\_

Current Residential Address \_\_\_\_\_

Postal Address \_\_\_\_\_

D.O.B \_\_\_\_\_ D/L Number \_\_\_\_\_ Car registration \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Ph (Home) \_\_\_\_\_ Ph (Work) \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Pets  No  Yes Number \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_

Inside / Outside / Both

Smoker  No  Yes

**Occupants for the property (Please include full names and ages for all adults and children)**

Adults	Name _____	Age _____
	_____	
	_____	

Children	Name _____	Age _____
	_____	
	_____	
	_____	

**Please list the name and age of any people who will be staying with you on a regular part time basis for the duration of the tenancy. This includes access visits for children on weekends. Please also include details of your relationship to these people.**

Name \_\_\_\_\_ Age \_\_\_\_\_

Relationship to You \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Relationship to You \_\_\_\_\_

**CURRENT HOME DETAILS**

Address \_\_\_\_\_

Renting  Own  Boarding

If you are renting is this a Private Rental  Yes  No

If this is a Private Rental Property is the Landlord a relative or friend?  Yes  No

Rent Per Week \$ \_\_\_\_\_

Period of occupancy \_\_\_\_\_

Name of Agent or Landlord \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PREVIOUS HOME DETAILS**

Address \_\_\_\_\_

Renting or  Own  Boarding

If you are renting is this a Private Rental  Yes  No

If this is a Private Rental Property is the Landlord a relative or friend?  Yes  No

Rent Per Week \$ \_\_\_\_\_

Period of occupancy: From - \_\_\_\_\_ To - \_\_\_\_\_

Name of Agent or Landlord \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was your bond refunded in full:  Yes  No (If no please give details)

**EMPLOYMENT DETAILS**

Occupation: \_\_\_\_\_

Position Held/ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address of employment: \_\_\_\_\_

Suburb: \_\_\_\_\_

Period of employment \_\_\_\_\_ Full Time / Part Time / Casual (Please circle one)

Employer Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Wage Per Week: \_\_\_\_\_ (Please indicate if this is Gross or Net)

Are you a Director or Shareholder of this company?  Yes  No

**PREVIOUS EMPLOYMENT DETAILS**

Occupation: \_\_\_\_\_

Position Held/ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Period of employment \_\_\_\_\_ Full Time / Part Time / Casual (Please circle one)

Employer Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Wage Per Week: \_\_\_\_\_ (Please indicate if this is Gross or Net)

**OTHER DETAILS**

If not employed please provide information:

Student  Pensioner  Unemployed  Other

Details \_\_\_\_\_

If you have any other funds or income sources please provide details, this includes centrelink, child support, funds from the sale of a property or casual employment: \_\_\_\_\_

\_\_\_\_\_

**OTHER INFORMATION**

**Emergency Contacts & Next of Kin (Not persons who will be living with you)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

**Personal References (No Relatives)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_  
Phone (M) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

**I am aware and agree that my application will not be accepted until all sections are completed in full.**

**The following questions must be answered:**

1. Has your tenancy ever been terminated? YES/ NO  
If yes give details: \_\_\_\_\_
2. Have you ever been refused a property by any Landlord or Agent? YES/ NO  
If yes give details: \_\_\_\_\_
3. Are you in debt to another Landlord or Agent? YES/ NO  
If yes give details: \_\_\_\_\_
4. Have any deductions ever been made from your rental bond? YES/ NO  
If yes give details: \_\_\_\_\_
5. Is there any reason known to you that would effect your future rental payments? YES/ NO  
If yes give details: \_\_\_\_\_
6. Are you relying on assistance to provide from a third party ie. Department of Housing in providing the rental bond? YES/ NO  
If yes give details: \_\_\_\_\_

I \_\_\_\_\_ confirm that I have viewed the rental property to which I am lodging my application.

Property Address : \_\_\_\_\_

I am aware and agree that **all** sections of this Residential Tenancy Application form must be completed along with all supporting documents provided before my application can be processed.

I have completed this form to the best of my knowledge and declare this document to be true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **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 \_\_\_\_\_ Date \_\_\_\_\_

**NAME OF LANDLORD'S AGENT:** Wamberal Professionals **Phone:** 43844499 **Fax:** (02) 43841297

**BUSINESS ADDRESS:** 668 The Entrance Road Wamberal 2260

**Signature of Landlord/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Legal Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

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

### 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INFORMATION FOR PROSPECTIVE TENANTS**  
**PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION**

**Processing Tenancy Applications**

We endeavour to process all tenancy applications as soon as possible. This time may be extended due to difficulties contacting referees, confirming previous rental/home details, or contacting the property owner.

We are unable to process applications that have not been completed in full and signed by all applicants.

**We will contact you** and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable.

**Holding deposit**

If your application is successful, to secure the property we will require you to pay a reservation fee (equal to one week's rent). Please note that this must be paid in cash. Only if you secure the property will we remove the property from our rental list and cease taking further applications. Once this has been done we then require you to make an appointment to sign the Residential Tenancy Agreement. After paying the holding deposit should you opt **not** to take the tenancy this will result in forfeiture of the holding deposit.

**Initial payment of rent and bond**

Prior to taking possession of the property we require 4 weeks bond and 2 weeks rent (the reservation fee if paid will be the first week's rent). All monies must be paid in CASH prior to collecting the keys. Please also note that we do not accept Transfers of Bond.

**TICA APPLICATION FOR TENANCY**

I inspected this property on the \_\_\_\_\_

I wish to apply to rent the above property commencing on \_\_\_\_\_

I agree that the rent is \$\_\_\_\_\_ per week and that the rental bond is \$\_\_\_\_\_

I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.

I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.

I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported the removal is subject to the guidelines of the database companies.

I agree and understand that in the event of this application being approved all initial monies will be paid to the agent in CASH.

I agree and understand that no keys for the property will be provided by the agent until such time as all monies have been paid in full, all applicants have signed the Residential Tenancy Agreement and no earlier than the date arranged to begin the lease.

I the applicant do solemnly and sincerely declare that the information provided is true and correct.

I the applicant acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons, I also agree that I will not raise an objection for not being provided a reason for any rejection.

Should my application be successful I the applicant accept the property in its current condition.

Full Legal Name \_\_\_\_\_

Signature \_\_\_\_\_ DATE \_\_\_\_\_

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**DISCLOSURE OF MATERIAL FACTS:**

The applicant(s)/prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):