

# Residential Application Form

It is essential that each person over eighteen years who will reside in the property completes a Tenancy Application form, even if the resident will not be on the lease. The prospective tenant's children need not be included.

## A. AGENT DETAILS

**Ellouise Tyrrell Property Management**  
**Address:** Level 1, 87 Avenue Road, Mosman NSW 2088  
**Phone:** 02 9969 1009 **Mobile:** 0418 218 132  
**Fax:** 02 8072 6831  
**Email:** [nathan@etpm.com.au](mailto:nathan@etpm.com.au)  
**Website:** [www.etpm.com.au](http://www.etpm.com.au)

## REQUIRED INFORMATION

We require the following information to be supplied prior to processing an application:

- Proposed Start Date of lease, length of lease and rental amount
- Number of occupants (Each Occupant over 18 years of age must complete a Tenancy Application Form)
- Ages of Children (if any)
- Pets (type, age, references, if any)
- Evidence of applicant's income (Pay slip, Group certificate, Accountant Reference) Rental references
- Any comments or alteration/addition requests (refer to Property Inspection section)
- Copy of Identification – Passport, Driver's Licence or Student Identification Card
- At least two references from previous Lessors or Agents, copies or previous rental receipts and rental history report
- Proof of last residential address – Telstra Account, Electricity Account, Council Rates etc
- Tenant to check if car fits in allocated car space (if applicable) Registration:

## B. PROPERTY DETAILS

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

2. Proposed lease commencement date?  
 Day  Month  Year

3. Proposed Lease term?  
 Years  Months

3. Weekly Rent?

4. How many tenants will occupy the property?  
 Adults  Children  Ages of Children

## 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

## D. UTILITY CONNECTIONS

**connectnow.** PH: 1300 554 323 | FAX: 1300 889 598  
 We get things sorted. [connectnow.com.au](http://connectnow.com.au) | [info@connectnow.com.au](mailto:info@connectnow.com.au)

**A FREE service Connecting Your Utilities Has Never Been Easier**

Connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you with the one phone call. This is a value-added service independent of your tenancy application you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service

**Declaration:** Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow. I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnect-on of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow

Please call me to connect my home services  PM/ID: 25475

Signature  Date

## E. COLLECTION NOTICE - PRIVACY ACT

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and / or Landlord.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and / or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our agency in writing for fax 02 8072 6831.

I hereby acknowledge and accept the terms and conditions contained herein.

Signature  Date

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

	Years		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?**

	Years		Months
--	-------	--	--------

**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

Net Income

Years

Months

\$

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

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

Net Income

Years

Months

\$

**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. Please provide details of any pets**

Breed/type

Council registration / number


**J. INFORMATION OR REQUEST FOR****ALTERATION / ADDITION TO THE PROPERTY**

Requests must be noted on application or will not be considered by the owner. Please strike out if not required.

**K. FEE'S BREAKDOWN**

Holding fee - One weeks rent:

Bond- Four weeks rent:

One months rent less holding fee:

(weeks rent \ 7 days = daily rent ;

Daily rent X 365 days = annual rent;

annual rent \ 12 months = monthly)

Total:

**L. 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