



Tenancy Application Form

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Selling Agent Details:

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Disclaimer: Every effort has been made to ensure that this draft document complies with the law in NSW as at the date of purchase of the REOS. As with all legal documents, parties should obtain their own independent legal advice prior to entering into any legally binding agreement.



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Residential tenancy application form

Thank you for your interest. When lodging this application, each applicant must meet the 100-point identification check. Please provide the required documentation as per the checklist provided within. Please complete a separate application form for each adult wanting to be party to the lease agreement and sign every page of this application.

GENERAL PROPERTY INFORMATION:			
Leasing consultant name:			
Agency name:			
Agent phone number: Work:	Mobile:	Fax:	
Agent email address:			
Leased property address:			
Weekly rent: \$	Bond: \$		
Landlord's preferred lease period of the tenancy:	Months		
Applicant's preferred lease period:	Months		
Property available from:			
Applicant's preferred lease commencement date:			
Landlord's preferred rent payment frequency by the applicant:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Calendar month
Applicant's preferred rent payment frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Calendar month
Maximum number of occupants permissible by the landlord:			
Number of occupants wishing to lease the property:			
Name(s) of other applicants (if any) wishing to occupy the property:			
APPLICANT PERSONAL DETAILS:			
Title:	First name:	Last name:	
Date of birth:			
Home phone:	Work:	Mobile:	
E-mail:			
Drivers licence number:	State of issue:	Expiry:	
Emergency contact:	Relationship:	Phone:	
APPLICANT RENTAL HISTORY:			
What is your current address?			
How long have you lived at your current address?			
Are you the	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Other (please specify)
Name of the landlord/agent (if applicable):			
Phone no:			Rent paid per week: \$
Reason for leaving:			
Was bond repaid in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, Please specify:
What is your previous address?			
How long have you lived at your previous address?			
Are you the	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Other (please specify)
Name of the landlord/managing agent/selling agent:			
Phone no:			Rent paid per week: \$
Reason for leaving:			
Was bond repaid in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, Please specify:
IF SELF-EMPLOYED, PLEASE COMPLETE THE FOLLOWING:			
Company name:	ABN:		
Address:			
Business type:	Position held:		
Accountant name:	Accountant phone:		
Solicitor's name:	Solicitor phone:		
EMPLOYMENT DETAILS:			
CURRENT EMPLOYMENT:			
Company name:	Address:		
Manager/Contact name:	Contact number:		
Occupation/Position:	Period of employment:		
Net weekly income: \$			

PREVIOUS EMPLOYMENT:	
Company name:	Address:
Manager/Contact name:	Contact number:
Occupation/Position:	Period of employment:
Net weekly income: \$	
OTHER INFORMATION:	
Number of persons occupying property:	Adults: Children:
Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please specify breed and number:
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you considering buying a property in the near future?	
Do you currently own a property?	
Has your tenancy ever been terminated by a landlord or an agent?	
REFERENCES:	
1.Name:	Email:
Relationship:	Occupation:
Phone:	Fax:
2.Name:	Email:
Relationship:	Occupation:
Phone:	Fax:
IF STUDENT, PLEASE COMPLETE THE FOLLOWING:	
University/College name:	Course studying:
Enrolment number:	Course length:
Campus contact:	Phone:
Course coordinator:	Phone:
Parents address overseas (if applicable):	
HOW DID YOU FIND OUT ABOUT THIS PROPERTY?	
<input type="checkbox"/> Website <input type="checkbox"/> Office rent list <input type="checkbox"/> Newspaper <input type="checkbox"/> For lease board <input type="checkbox"/> Other: _____	
MATERIAL FACT(S) TO BE DISCLOSED TO THE APPLICANT	
Any material fact(s) to be disclosed? <input type="checkbox"/> No (there is no need for you the applicant to sign the acknowledgment of this material fact(s) section) <input type="checkbox"/> Yes (refer to the material fact(s) set below or as attached to this form)	
Material Fact(s) <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>	
Applicant's acknowledgment: I, the applicant acknowledge having read and understood the material fact(s) disclosed in the section of this application form. I understand that in completing and submitting this application form to the agency, I do so with the clear understanding and the acceptance of the disclosed material facts as at this date.	
Signature of applicant: _____	
PAYMENT DETAILS	
Property rental	\$ <input style="width: 100px;" type="text"/> Per week
OFFICE USE ONLY	
First payment of rent in advance (2 weeks rent):	<input style="width: 100px;" type="text"/>
Rental bond (4 weeks rent):	<input style="width: 100px;" type="text"/>
Subtotal:	<input style="width: 100px;" type="text"/>
Less holding deposit:	<input style="width: 100px;" type="text"/>
Amount payable on signing tenancy agreement: (bank cheque, money order or EFT)	<input style="width: 100px;" type="text"/>

CHECKLIST FOR APPLICANT'S IDENTIFICATION

Before any application is considered each applicant must achieve a MINIMUM of 100 points. Photocopy documents are to be provided. Originals will not be accepted.

Proof of identity (You must provide only one of the following for 20 points):

Driver's licence	20 points	<input type="checkbox"/>
Passport	20 points	<input type="checkbox"/>
Birth certificate	20 points	<input type="checkbox"/>
Police Check NSW	20 points	<input type="checkbox"/>

Proof of income (You must provide only one of the following for 30 points):

Last two bank statements	30 points	<input type="checkbox"/>
Last three pay slips	30 points	<input type="checkbox"/>
Current Centerlink statement	30 points	<input type="checkbox"/>
Copy of employment contract	30 points	<input type="checkbox"/>

Supporting documents (You must provide at least 50 points from the following):

Last four rent receipts	30 points	<input type="checkbox"/>
Current rent ledger	30 points	<input type="checkbox"/>
Vehicle registration documents	20 points	<input type="checkbox"/>
Written references from previous landlord/agent	20 points	<input type="checkbox"/>
Copy of previous phone, electricity, gas account (each)	5 points	<input type="checkbox"/>
Pension card	15 points	<input type="checkbox"/>

For any of the following current situations, please provide in addition the following:

Home Landlord:

- Copy of council/water rates.
- Copy of a sale contract if the property has been sold or if it is currently for sale.

Living at home:

- Copy of parents rates notices.
- A letter from the parents stating the board amount paid, or a guarantor authority.

Self-employed:

- Copy of a tax return.
- Copy of an office of Fair Trading business registration.
- Trading references.

Note: Speak with your property manager if you are unable to meet the 100 point check.

DECLARATION

I, the applicant offer to rent the property from the landlord under a lease to be prepared by the agent and I confirm that:

- This application is subject to the approval of the landlord.
- All information contained in this application is true and correct and given of my own free will ☐ Yes ☐ No
- I am not bankrupt ☐ Yes ☐ No
- I will be required to pay the amounts as specified ☐ Yes ☐ No
- I have inspected the subject property for lease ☐ Yes ☐ No
- The below selected option, best describes the subject property's condition during my inspection: ☐ Poor ☐ Fair ☐ Good ☐ Excellent
- I would like to recommend the following items for the subject property's overall improvement:
 - ☐ Not applicable
 - Or
 - ☐ If successful as the applicant, I would like to recommend that the following points of consideration be brought to the attention of the property owner for a possible approval and an implementation of such prior to the commencement of my tenancy.

PRIVACY POLICY

The personal information provided by the prospective tenant or collected from other sources, in this application, is necessary for the agent to verify the applicant's identity and to process and evaluate the application.

If the application is successful such information may be disclosed with the applicant's consent to other parties including the landlord, referees, other agents and third party operators of the tenancy reference database. Information already held on the tenancy database may also be disclosed to the agent and/or landlord.

For the purpose of the Australian Privacy Legislations the Agent will not disclose the applicant's personal information to third parties located in Australia, overseas and for direct marketing unless the applicant expressly agrees for the agent to do so by ticking the box below.

- ☐ I, the named applicant herewith consent to having my personal information disclosed to third parties for the purpose of receiving marketing materials and information deemed useful to me.

If the applicant is not successful, the Agent may destroy some/all of the information collected in order to "de identify" the applicant if the information is no longer needed.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our agency via email or by phone.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the Act I authorise you to give information to and obtain information from all credit providers and references named in this application.

I confirm that I have read and understand the privacy policy that the landlord(s)/agent has made available to me.

I have been advised that a New Tenants Checklist can be obtained from the NSW Fair Trading or Rental Bond office.

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

Signature of applicant: _____

Date: _____

HOLDING FEE AND TERMS AND CONDITIONS

Subject to the acceptance of this application you will be required to pay a holding fee of 1 week.

Once the fee has been paid, the property will be taken off the market. This will be deducted from your initial rent payment.

Please note the initial payment must be made by either a bank cheque, money order made out to or, By an EFT payment (the banking details will be provided to the successful applicant). This includes holding deposit, rent for the initial period and bond monies.

Holding fee terms and conditions:

In accordance with Section 24 of The Residential Tenancies Act 2010 the applicant acknowledges that the taking of a holding fee for this application is subject to the following conditions:

- The total amount of the holding fee is equivalent to a one-week's rent and is required to be paid to reserve the premises in favour of the applicant for a period of no more than 7 days of payment of the holding fee.
- During the reservation fee period, the landlord undertakes to not enter into a tenancy agreement with anyone else other than the applicant unless the applicant notifies the landlord that the applicant no longer wishes to enter into the residential tenancy agreement and in this event the holding fee will be retained by the landlord.
- The entire holding fee will be retained by the landlord even in circumstances where the applicant withdraws the application or refuses to enter into a residential tenancy agreement, no matter of whether a notice to not enter into an agreement will be provided by the applicant to the landlord.
- If the residential tenancy agreement is entered into, the holding fee will be credited towards the first week's rent for the property.

Rental Bond lodgement methods

One of the 2 options for a bond lodgement process will apply to you should your application be approved

Select the bond lodgement option best suited to you. (RBO or Paper based)

☐ **Rental Bond Online (RBO)**

When opting for this method we require your consent to be indicated in this form prior to activating the process from our end.

Do you consent to lodging and paying your bond online directly to NSW Fair Trading by using the Rental Bonds Online (RBO) service?

- ☐ Yes Refer to the **RBO (1 - 4)** steps below
- ☐ No. If no, select the **paper based** bond lodgement option

RBO Step 1 - RBO Qualification

If you have consented by selecting “Yes” above, be mindful that in order to qualify for this service you will need to have the following already in place: internet, mobile phone, email address, Australian bank account and the ability to pay the bond amount by either of the following (3) three options BPAY, Visa or MasterCard).

Do you acknowledge having all these requirements in place in order to be a user of the RBO system?

- ☐ Yes
- ☐ No if no, select the **paper based** bond lodgement option

RBO Step 2

Refer to the enclosed factsheet: **Getting started with rental bonds online information for tenants.**

RBO Step 3 – Principal tenant

You will be the principal tenant if the bond will be only in your name.

You will receive an invite via an email to register online.

In order to ensure the email address to be provided to NSW Fair trading on your behalf is your preferred one, please confirm if the email address entered in the application form is the correct one?

- ☐ Yes
- ☐ No (if no, nominate your preferred email address for this service: [EMAIL ADDRESS])

If more than 2 tenants will be on the bond, will you (the applicant named in this form) resume the principal tenant's role when lodging the bond?

- ☐ Yes
- ☐ No (if no, enter the name of the proposed principal tenant (if known))
Proposed principal tenant name: [PRINCIPAL TENANT NAME]

RBO Step 4

Which method of payment will you be using to pay for the bond?

- ☐ Visa card (subject to up to 0.04% surcharge)
- ☐ MasterCard (subject to up to 0.04% surcharge)
- ☐ BPAY (May take to up to 3 days before funds are clear in the RBO system)

OR

☐ **Paper based bond lodgement**

The pre-existing paper based rental bond method for lodging a bond will apply

Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.

Other key information

How will I be able to pay my bond money?

Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



Need help?

Visit the Fair Trading website fairtrading.nsw.gov.au/rentalbondsonline where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to <https://rbo.fairtrading.nsw.gov.au/tenant/login> to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team

Email rbosupport@finance.nsw.gov.au
Call 1800 990 724

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20

TTY: 1300 723 404 (for hearing impaired)

Language assistance: 13 14 50 (ask for an interpreter in your language)

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