

# Residential Application Form

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

## AGENT DETAILS

Harris Partners  
404 Darling St, Balmain NSW 2041  
Phone: 02 9818 3597  
rentals@harrispartners.com.au

Thank you for choosing a **Harris Partners Property** for your new home. Please complete and forward your tenancy application to our office in person, via fax or email at the details above.

## PREMISES

Address of premises applied for

  

## APPLICANT - PERSONAL DETAILS

Full Name

Date of Birth

Present address

  

Work Phone

Mobile Phone

Home Phone

Fax

Email address

Driver's Licence No.

Passport No.

## PERSONAL REFERENCES

Referee 1: Name

Work Phone

Mobile Phone

Fax

Email

Referee 2: Name

Work Phone

Mobile Phone

Fax

Email

## UTILITY CONNECTIONS

**myconnect**

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.myconnect.com.au



Yes, Please Contact Me



Interpreter service  
(tick if required)

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out



## DECLARATION/AUTHORITY

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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:

TICA 1902 220 346

NTD 1300 563 826

TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with TICA
- (h) transfer water account details into my name

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. I am aware that I may access personal information on the contact details above.

Signature

Date

Identification supplied by applicant: *(Please provide 100 Points)*

Driver's Licence (40 Points)

Wage advice (20 Points)

Passport (40 Points)

2 Rent receipts (20 Points)

Birth Certificate (30 Points)

Car Rego Cert. (10 Points)

Photo I.D (30 Points)

Telephone Account (10 Points)

Bank Statement (10 Points)

Electricity Account (10 Points)

EMPLOYMENT HISTORY	
Occupation of Applicant <input type="text"/>	Date commenced <input type="text"/>
Employer's name <input type="text"/>	
Employer's address <input type="text"/>	
Work Phone <input type="text"/>	Manager's Email <input type="text"/>
Annual Salary \$ <input type="text"/>	Period of employment <input type="text"/>
Previous employer's address <input type="text"/>	
Previous employer's name <input type="text"/>	Work Phone <input type="text"/>
Email <input type="text"/>	

EMERGENCY CONTACT <small>In case of emergency, name of friend or relative</small>	
Name <input type="text"/>	Relation <input type="text"/>
Address <input type="text"/>	
Work Phone <input type="text"/>	Mobile Phone <input type="text"/>
Fax <input type="text"/>	Email <input type="text"/>

TENANCY HISTORY	
Name of present Landlord/Agent <input type="text"/>	
Work Phone <input type="text"/>	Email <input type="text"/>
How long at present address <input type="text"/>	Current rent paid \$ <input type="text"/>
Name of previous Landlord/Agent <input type="text"/>	
Work Phone <input type="text"/>	Email <input type="text"/>
Address of previous property <input type="text"/>	
How long at previous address <input type="text"/>	Previous rent paid \$ <input type="text"/>

OCCUPANT(S)/TENANCY DETAILS	
Period of Tenancy <input type="text"/>	Weekly rent <input type="text"/>
Commencement date <input type="text"/>	Payment Period <input type="text"/>
<i>Note: Initial payment must be made via direct deposit or money order. Personal cheques and cash will not be accepted.</i>	
How many tenants will occupy the premises?	
<input type="checkbox"/> Adults	<input type="checkbox"/> Children <input type="text"/> Ages of Children
Smoker(s)?	Details of any pets (number & type)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

FURTHER INFORMATION
I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.
<b>RESERVATION FEE CONDITIONS</b> In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:
<ol style="list-style-type: none"> <li>The Applicant has paid a Reservation Fee of \$ equivalent to days rent to reserve the premises in favour of the applicant. A holding fee may only be requested following approval of the application by the landlord.</li> <li>The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.</li> <li>If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.</li> <li>If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.</li> <li>Should the tenant withdraw from the tenancy the after paying a holding fee the landlord may retain the holding fee in full.</li> <li>If a Residential Tenancy Agreement is entered into the reservation fee will then go towards the rent upon tenancy commencing.</li> <li>Payment of the reservation fee can be made by wire transfer or credit card through our website at <a href="http://www.harrispartners.com.au">www.harrispartners.com.au</a> (a surcharge of 1.76% applies) Only Visa &amp; Mastercard are accepted.</li> </ol>

Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:

<input type="text"/>
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I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of ..... weeks, at a rental of ..... per week and that the rental to be paid is within my means. I undertake to pay a rental bond with a bank cheque or as requested upon the signing of a Residential Tenancy Agreement.

I/We, Inner West Residential Pty Ltd Trading as Harris Partners Real Estate, the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- to reserve the Premises for the period and in accordance with the conditions above stated,
- to notify the applicant within the reservation period whether or not the application has been approved,
- and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

**PRIVACY POLICY**

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 to manage the tenancy. Personal information collected about the Applicant in this 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 that 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 the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

*Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.*

Signature <input type="text"/>	Date <input type="text"/>
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OFFICE USE ONLY	Rent per period:	Payment period:
References checked by:	Commencement date:	Lease term:
Employment:		End date:
Present Landlord/Agent:	RTA to be signed on	at am/pm
<b>NOTES</b>	<b>INITIAL PAYMENT</b>	
<input type="text"/>	Rental Bond \$	
<input type="text"/>	Rent \$	
<input type="text"/>	Sub total \$	
<input type="text"/>	Less deposit \$	
<input type="text"/>	Balance due \$	