



Tenancy Application Form

Date:- _____

Name:- _____

Property:- _____

Please note, this application will only be processed once **ALL** details have been completed and all copies of identification have been attached. This is to ensure that all applications can be processed immediately. Each applicant must submit an individual application.

Please ensure:

- The date is clearly noted on the application.
- Applicants next of kin must be someone who is **not** applying for the property.
- Rental histories are filled out correctly, also including a fax number and rental ledger.
- The applicant **must** note whether previous history was private or through an agency.
- Photo identification must be present with the application.
- Payslips/income statement/current wage advice must be present with the application.
- 100 points of Identification must be reached (see page 4 of the form). Applications will not be taken unless full 100 points is copied and attached.

Cowra Real Estate
28C Kendal Street COWRA NSW 2794
Ph: (02) 6341 1311
Fax: (02) 6341 1234
E: info@cowrarealestate.com



TENANCY APPLICATION

Property Address: _____ Rent: _____

Number of Occupants: _____ Adults _____ Children Ages: ____/____/____/____/____/____/____/____

Pets: Yes/No If yes, Type: _____ Age: _____

Commencement date: ____/____/____ Lease Term: 6 months / 12 months

PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Dr Full Name: _____

Date of Birth: ____/____/____ Driver's License #: _____ State: _____

Smoker: Yes/No Vehicle Registration #: _____ State: _____

Passport #: _____ Country of Authority: _____

Mobile: _____ Home: _____ Work: _____

Email: _____

Emergency Contact: _____ Relationship to You: _____ Ph: _____

Current Address: _____

Rent per week: \$ _____ Length at Property: _____

Reason for Leaving: _____

Agent/Landlord Name: _____ Ph: _____

Previous Address: _____

Rent per week: \$ _____ Length at Property: _____

Reason for leaving: _____

Agent/Landlord Name: _____ Ph: _____

EMPLOYMENT DETAILS / CENTRELINK (Provide copy of current Centrelink income statement)

Current Employer: _____ Ph: _____

Contact Name: _____ Position: _____

Occupation: _____ Income(weekly): \$ _____ Length of Employment: _____

Previous Employer: _____ Ph: _____

Contact Name: _____ Position: _____

Occupation: _____ Income(weekly): \$ _____ Length of Employment: _____

IF SELF-EMPLOYED

Business Name: _____ Business Type: _____

Business Address: _____

Income (weekly): \$ _____ Length: _____ ABN: _____

STUDENT INFORMATION

Place of Study: _____ Course Name: _____

Course Length: _____ Enrolment/Student Number: _____

Campus Contact Person: _____ Ph: _____

REFEREES

Business Referee: _____ Relationship: _____

Phone: _____ Mobile: _____

Personal Referee: _____ Relationship: _____

Phone: _____ Mobile: _____

OTHER PEOPLE TO OCCUPY PREMISES

1. Name: _____ Relationship: _____ Age: _____

2. Name: _____ Relationship: _____ Age: _____

3. Name: _____ Relationship: _____ Age: _____

4. Name: _____ Relationship: _____ Age: _____

5. Name: _____ Relationship: _____ Age: _____

RENTAL BONDS ONLINE

I understand that should my application be approved by the Landlord, I can request to lodge my Rental Bond online directly with NSW Fair Trading, I must advise Cowra Real Estate at the time of my application being approved that I wish to choose this method. I acknowledge that I must have an email address, mobile number, access to the internet, a Visa card or MasterCard or the ability to pay by BPAY through my bank, credit union or building society, and Australian bank account details. I understand that confirmation of my bond being lodged must be received before I can sign the Residential Tenancy Agreement. Note: Payment via Visa or MasterCard will incur a 0.4% surcharge. Payment via BPAY may take up to 3 business days to be processed.

I would like to lodge my rental bond online: _____ YES _____ NO



HOLDING FEE

The Holding Fee is equivalent to one week’s rent to hold the property for a period of 7 days only, starting from when the funds are received. The Agent undertakes that;

- A holding Fee may only be requested following approval of the application by the Landlord;
- A receipt for the amount, property, Landlord and tenant names will be provided to the tenant;
- Where a Holding Fee has been paid, a Landlord must not enter into another Tenancy Agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the Landlord may retain the whole Holding Fee. (As per the Residential Tenancy Act, Section 24:4)

PAYMENT DECLARATION

Other IMPORTANT information.

Upon submitting this application, please understand the following conditions:

- We are unable to accept your application unless you have inspected the property.
- You agree to take the property as it was inspected.
- Keys will not be available until the lease is signed and commenced, and only during office hours.

I, the applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Before signing the lease, initial funds payable must be cleared funds to Cowra Real Estate.

Initial funds required are:	Rent in advance	2 weeks rent
	Bond	4 weeks rent

OFFICE USE ONLY

100 point identification check.

The following identification has been photocopied and is attached to this application.

ITEM	X	POINTS	ITEM	X	POINTS
Drivers License	<input type="checkbox"/>	40	Medicare Card	<input type="checkbox"/>	20
Passport	<input type="checkbox"/>	40	Bank/Debit Card	<input type="checkbox"/>	20
Other Photo ID	<input type="checkbox"/>	20	Bank Statement	<input type="checkbox"/>	20
Current Wage Advice	<input type="checkbox"/>	30	Phone Account	<input type="checkbox"/>	20
Previous Tenancy Reference	<input type="checkbox"/>	20	Electricity Acc	<input type="checkbox"/>	20
Previous 2 Rent Receipts	<input type="checkbox"/>	20	Gas Account	<input type="checkbox"/>	20
Personal Reference Check	<input type="checkbox"/>		Previous Agent Check	<input type="checkbox"/>	
Tenancy Database Check	<input type="checkbox"/>		Lessor Notified	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager: _____ Signature _____ Date: _____

PRIVACY DISCLOSURE STATEMENT

Cowra Real Estate is an independently owned and operated business. We are bound by the National Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about your previous landlords or letting agents, your current or previous employer and your references. Your consent to us collecting this information is set out below. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Cowra Real Estate to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application, and during the course of your Tenancy may be disclosed for the purpose for which it was collected to other parties including the lessor, Referees, other agents and third party operators to Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the lessor. If you enter into a Standard Form Residential Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the lessor, third party operators of Tenancy Databases and/or other Agents.

PRIVACY CONSENT

I, acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of Cowra Real Estate to collect information about me from:

- My previous letting agents and/or landlords;
- My personal referees, employers and all other references on this application;
- Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement;
- Any Tenancy databases to which Cowra Real Estate subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NID) and Trading Reference Australia (TRA). I can refer to the Privacy Disclosure Statement of TICA via: www.tica.com.au

I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name:- _____

Applicant Signature:- _____ Date:- _____



Tenancy Pet Application Form

Date: _____

Name: _____

Property: _____

Phone: _____

*I/we wish to apply for permission to have the following pet reside at my rental property.
I/we understand that should this application be granted approval, this approval is only given for the pet listed on this application form and not any subsequent pets or others which maybe at the property. I/we understand that each individual pet requires its own approval form.*

Type of Animal: _____

Breed of Animal: _____

Age: _____ Sex: _____

Description and identifying marks: _____

Microchip No (if any): _____

Registration No. with Shire Council (if any): _____

Is the Pet: INSIDE OUTSIDE TIED UP AT PROPERTY CAGED ROAMING YARD

I/we declare that I/we have been truthful in completing this application form for Cowra Real Estate information. I understand that not being truthful can result in my/our Tenancy Agreement being terminated. I/we understand the owner reserves the right to decline this application. I/we understand that should this pet application be approved:

- Any damage caused by the animal is the responsibility of the tenant and is to be professionally repaired at the cost of the tenant;*
- The carpets must be cleaned at the end of the tenancy at the tenants' expense;*
- The pet is not to cause a nuisance to any neighbours or cause discomfort to others;*
- All pet waste must be removed from the property on a regular basis.*

Should the above not be followed, the owner reserves the right to request the pet be removed from the property.

Signed by Tenant: _____ Signed by Tenant: _____

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