

**QUINN HARRINGTON PROPERTY MANAGERS**

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ABN 68 078 371 696

**TENANCY APPLICATION FORM**

Address of Premises: \_\_\_\_\_

**PERSONAL DETAILS**

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

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

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Marital Status \_\_\_\_\_

No. of Children \_\_\_\_\_

No. & type of pets \_\_\_\_\_

Drivers Lic No. \_\_\_\_\_

Car Reg. No. \_\_\_\_\_

Next of Kin \_\_\_\_\_

Ph: \_\_\_\_\_

**EMPLOYMENT DETAILS**

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

Employer: \_\_\_\_\_

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

Period Employed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Prev. Employer: \_\_\_\_\_

Period Employed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

**TENANCY DETAILS**

Current L'lord/Agent \_\_\_\_\_

Ph: \_\_\_\_\_

Period of Residency \_\_\_\_\_

Rent Per Wk \_\_\_\_\_

Previous L'lord/Agent \_\_\_\_\_

Ph: \_\_\_\_\_

**REFERENCES**

Credit References:

1. \_\_\_\_\_

Ph: \_\_\_\_\_

2. \_\_\_\_\_

Ph: \_\_\_\_\_

Personal References:

1. \_\_\_\_\_

Ph: \_\_\_\_\_

2. \_\_\_\_\_

Ph: \_\_\_\_\_

**LEASE DETAILS**

No. of Residents: \_\_\_\_\_

Length of lease preferred: \_\_\_\_\_

Lease to begin \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent to be paid wkly/monthly: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY**

Sydney Morning Herald  Wentworth Courier  Internet

Sign on Property  Referral  Other \_\_\_\_\_

**RESERVATION OF PREMISES**

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of a reservation fee equivalent to one weeks rent is subject to the following conditions;

1. The premises will not be let during the reservation period of one week pending the making of a Residential Tenancy Agreement.
2. 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.
3. If the entering into of the Residential Tenancy Agreement is conditional upon the Landlord carrying out repairs or other work specified on the back of this form, and the Landlord does not carry out the repairs or other work during the reservation period, the whole fee will be refunded.
4. If the prospective tenant decides not to enter into such an agreement and the premises were not let or otherwise occupied during the period they were reserved, the Landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder, if any, of the fee.
5. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the premises concerned.

**APPLICATION**

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared once a deposit has been received.

I declare that I am not a bankrupt or an un-discharged or an un-discharged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises.

**CONFIRMATION**

I confirm the following;

1. During my inspection of this property I found it to be in a reasonably clean condition. **Yes**  **No**
  2. If **"No"** I believe the following items should be attended to prior to the commencement of my tenancy, subject to the Landlord's approval.
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.

**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 Agents 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.

\_\_\_\_\_  
**SIGNATURE** **DATE**

\_\_\_\_/\_\_\_\_/\_\_\_\_