

Tenancy Application Form

We would like to extend a personal thank you to you for considering to lease a rental property listed with Reuben Real Estate. We hope that the application process and the transition into your next home goes as smoothly as possible. The next step in making this move begins here.

Please read and complete the following pages on this application form carefully. Our office cannot accept your application for processing unless all the following information and necessary documentation is provided with your application. Each page of this application form is numbered and the application form may be printed on both sides. Please ensure at the time of submitting your application that all pages are present and completed.

It is a requirement that all applicants intending to reside at the property complete and submit a separate application form at the same time.

Please submit this form together with the required copies of supporting documentation within 48 hours of viewing property to avoid disappointment in missing out on the opportunity to lease the property.

Should you require clarification regarding any aspect of this application form you may contact our office.

I _____ have inspected the property available for rent at the following address,
 (your name)
 _____ on _____ at _____.
 (rental property address) (date) (time)

 Signature

 Date

Proof of identification required: – 100 points of ID is required

(please attach certified copies as proof of identification for items marked with an asterisk *)

Drivers Licence*	30	Motor Vehicle Registration Certificate	20
Passport*	30	Bank Statement	20
Other Photo ID*	30	Telephone Account	10
Current Tenant Ledger	30	Electricity Account	10
Current Wage Payslip	20	Gas Account	10
Previous Tenancy Reference	20	Most recent Group Certificate	10

Proof of income required: please provide copies of three (3) of your most recent payslips, a letter from your employer confirming your employment, commencement date of your employment and annual or weekly salary or wage and if applicable a copy of most recent Centrelink Statement.

Tenancy Application Form

Applicants are advised that all sections of this application form are to be completed, otherwise the application will not be processed by our office. Where there will be more than one applicant named on the lease, a further additional application form for the second applicant is required to be submitted for processing at the same time.

PROPERTY DETAILS

Address of Property:

Proposed Lease Commencement Date:

Lease Term:

OCCUPANT DETAILS

No. of persons occupying the property:

No. of children residing at property:

No. of pets:

Breed of pets:

Are the pets indoor or outdoor pets?

PERSONAL APPLICANT DETAILS

Given Name(s):

Current residential address:

Home Phone:

Work Phone:

Email:

Drivers Licence No:

Passport No:

Surname:

Mobile:

Date of Birth:

Drivers Licence State:

Passport Country:

NEXT OF KIN (not residing at the property)

Given Name(s):

Relationship:

Address:

Home Phone:

Mobile:

Surname:

Email:

CURRENT TENANCY DETAILS

Length of time at current address:

Reason for leaving:

Name of Landlord or Agent:

Current weekly rent paid:

Phone:

PREVIOUS RENTAL HISTORY

Previous Address:

Length of time at address:

Name of Landlord or Agent:

Rent paid per week:

Phone:

CURRENT EMPLOYMENT

Occupation:

Employers Address:

Contact Name:

Length of Employment:

Employer:

Phone:

Net weekly income:

PREVIOUS EMPLOYMENT DETAILS

Occupation:
Employers Address:
Contact Name:
Length of Employment:

Employer:
Phone:
Net weekly income:

SELF EMPLOYMENT DETAILS

Company Name:
Business Type:
Business Address:
Position Held:
Accountant Name:
Last annual reported income:

ABN:
Phone:

REFEREES

Business Referee
Contact Name:
Phone:

Relationship:
Mobile:

Personal Referee
Contact Name:
Phone:

Relationship:
Mobile:

Have any of your previous tenancies been terminated?
Are you in debt to another landlord or Agent?
Is there an existing reason that may affect your rental payments?
If yes, please provide details:

Yes / No
Yes / No
Yes / No

INSPECTION

During my inspection of this property I have found it to be in a reasonably clean condition at which I am satisfied.

☐ **Yes** ☐ **No**

If No, I believe that the following cleaning and maintenance items should be attended to prior to the commencement of my tenancy. I understand that this maintenance request is subject to the property owners approval.

The tenant must satisfy itself as to the provisions of any electronic communication services to the premises (telephone, internet, television – analogue, digital or cable). The Landlord gives no warranty in respect to the provisions or adequacy of such services to the premises.

Signature

Date

HOLDING FEE

The holding fee is equivalent to one week's rent to hold the property for a period of 7 days only.

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 and holding period must be provided to the tenant,
- Where a holding fee has been paid, a landlord must not enter into another tenancy agreement for that period covered by the holding fee with another tenant.
- Should the tenant withdraw from the tenancy application and residential tenancy agreement, the landlord may retain the whole holding fee,
- A holding fee should be attributed to rent upon the tenancy commencing.
- A holding fee will not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

DECLARATION

I hereby offer to rent the property from the property owner under a lease to be prepared by Reuben Real Estate, acting as agent for the property owner. I acknowledge that I will be required to pay the following amounts:

\$ rent per week.	
First payment of rent in advance: 2 weeks	\$
Rental Bond: 4 weeks rent	\$
Sub total:	\$
Less Reservation Fee: 1 weeks rent – ONLY payable upon approval	\$
Balance Amount payable on Signing Tenancy Agreement: (if accepted)	\$

I acknowledge that this application is subject to the approval of the property owner. I declare that all information contained in this application is true and correct. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Tenant Name

Signature

Date

PRIVACY STATEMENT

This privacy policy outlines the personal information handling practices of Reuben Real Estate Pty Ltd ACN 614 210 043 ("Reuben Real Estate", "us" or "we"). We respect the privacy and security of your Personal Information and we will treat it in accordance with this statement and we will comply with our obligations under the Privacy Act 1988 (Cth) ("Privacy Act") and the requirements of the Australian Privacy Principles (APPs), pursuant to the Privacy Act.

We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or agents, your current or previous employer and the referees you have listed in this application. Your consent to us collecting and using this information is set out in the Privacy Consent below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy including but not limited to maintenance and service contractors and the landlord's insurers and other relevant service providers in connection with the property that this application relates. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access the personal information that we hold about you by contacting our privacy officer, by completing the "contact" section on our website (reubenrealestate.com.au). If you believe that errors exist in the information that we hold about you, you have the right to make true and accurate amendments to your information.

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 property owner of the property you are making an application for consideration or, if considered, your application may be rejected.

PRIVACY CONSENT

I, the Applicant named on this application form and the undersigned, acknowledge that I have read and understood the Privacy Statement above. I authorise Reuben Real Estate to collect information about me from:

1. My previous agents and/or landlords;
2. My employer and previous employers;
3. My personal and business referees;
4. Any Tenancy Default Database which may contain personal information about me. I also authorize Reuben Real Estate to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Reuben Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name

Signature

Date

Rent Arrears Policy

Our office is a cashless office and we strictly do not take or keep cash on our premises. Your rent may be paid by way of direct deposit from your preferred deposit taking institution.

Under the NSW Residential Tenancies Act you are required to pay your rent by the date noted on the schedule in your lease and it must always be in advance. Should you have any difficulties in paying your rent, please notify us as soon as possible so that we can be of assistance to you in finding a resolution.

Please be aware that in accordance with our rental arrears policy on the payment and collection of rent, and should you find yourself in a position of rental arrears and you have not made a genuine[^] attempt to contact our office prior to falling into arrears. You can expect to receive the following forms of notification from our office which should not be ignored.

Category	Time elapsed in arrears	Reminder notice
1 arrears	1 to 4 days in arrears	Email and phone call.
2 arrears	5 to 7 days in arrears	Phone call and formal letter.
3 arrears	7 to 14 days in arrears	Commencement of eviction procedures.
4 arrears	15+ days in arrears	Notice to vacate rented premises.

It is important to note that your rent payment history and in particularly any arrears can seriously affect your tenant history and reference, should you wish to apply to rent other properties with us or other real estate agents in the future.

☐ I have read and understood this policy:

Tenant Name

Signature

Date

[^] A genuine attempt includes contacting our office directly via phone, email, post, fax and in person. Copies of written communication confirming the date and method of delivery should be kept. Any verbal communication should be kept in a diary detailing the method of communication, for example phone or in person, the date and time of the conversation, who the conversation was held with and their position and the outcome of that conversation.