



# TENANCY APPLICATION FORM

- **Applications Will Not Be Processed Unless All Information Is Supplied.**
- **Each applicant must complete a separate application.**
- **We do not accept cash or personal cheques.**

Before lodging the application, be absolutely sure you want the property

## OFFICE HOURS

Our office is open 6 days a week.  
Monday - Saturday 9:00am to 5:00pm.

## PHOTO IDENTIFICATION

When returning your application, you must submit a form of photo identification.

## REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require the following:

Photographic Identification - Passport or Drivers Licence.  
At least two references from previous landlords or agents.  
Proof of last residential address (Phone Account, Electricity Account, Bank Statements).  
Copies of previous rental receipts.  
Supporting proof of income for payment of rental.

*(Can you please provide copies of these)*

## PROCESSING AN APPLICATION

In most instances we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees this process may take longer.

## APPROVAL OF AN APPLICATION

If your application is approved we will require you to contact our office and pay a deposit of **One Weeks Rent**.

John P. Bennetts Real Estate Pty Ltd  
Ground Floor, 37 King Street, Sydney NSW 2000  
Phone: 9262 3939 Fax: 9262 5325  
[john@johnpbennetts.com.au](mailto:john@johnpbennetts.com.au)

# GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

## COLLECTION OF KEYS

Our office is open 6 days. Monday to Saturday. 9am to 5pm. You will need to make arrangements to collect the keys, finalise payment of monies and sign all documents in these hours ONLY. (Subject to the availability of the Property Manager)

## PAYMENT OF RENT, BOND & LEASE FEE

Prior to taking possession of the property we require one months rent, lease agreement fee and bond (4 weeks bond for an unfurnished apartment and 6 weeks bond for a furnished apartment)

PAYMENT IS TO BE MADE BY INTERNET TRANSFER OR BANK CHEQUE.

(We do not accept cash, personal cheques or credit card payments)

## SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease, shown photo identification and paid all monies in full.

## ELECTRICITY CONNECTION / GAS CONNECTION/ TELEPHONE CONNECTION

Please complete attached form from Direct Connect.

## CONDITION REPORTS

When you move into the property, be careful with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. You must return the condition report to our office within seven (7) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

## CONTACT PHONE NO.

It is the tenant's responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your telephone numbers change, could you please notify our office to ensure efficient management of the property.

## TENANT DEFAULT AGENCY

Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

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SUBJECT TO AVAILABILITY & OWNERS FINAL APPROVAL

APPLICATION FOR TENANCY

ADDRESS OF PREMISES APPLYING FOR.....

DATE OF LEASE COMMENCEMENT.....

## APPLICANTS DETAILS

NAME: Mr/Mrs/Miss/Ms	DATE OF BIRTH	/	/
CONTACT NUMBER: (H)	(W)	(M)	
EMAIL ADDRESS:			
NUMBER OF PERSONS TO OCCUPY PREMISES:			
DRIVERS LICENCE NUMBER:	PASSPORT NUMBER		

## CURRENT DETAILS

PRESENT ADDRESS:
CURRENT LANDLORD OR REAL ESTATE AGENT:
ADDRESS & PHONE NUMBER:
HOW LONG HAVE YOU BEEN RENTING AT THIS ADDRESS:

## PERSONAL REFERENCES & EMERGENCY CONTACTS (INCLUDING NON PAYMENT OF RENT)

NAME:	
PHONE NUMBER:	RELATIONSHIP:
NAME:	
PHONE NUMBER:	RELATIONSHIP:

## EMPLOYMENT DETAILS

OCCUPATION:	PERIOD OF EMPLOYMENT:
EMPLOYER:	WEEKLY WAGE: \$
ADDRESS:	
PHONE NUMBER:	FULL TIME    PART TIME    CASUAL

Date received: ...../...../.....

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

RENTAL LIST

TELEPHONED

INTERNET

NEWSPAPER

I/We the applicant have inspected the premises and wish to make a tenancy for such premises for a period of..... at a rental of..... and the rental can be paid within my means.

I/We advise that the above information in this application is a true, full disclosure and it is upon this basis that this application is made. I/We also declare I am not a bankrupt or undischarged bankrupt.

I/We the applicant accept the property in its present condition (a condition report will be completed prior to you taking possession)

I/We also declare that I/We have not been evicted from any rented premises for non payment of rent or for any other reason. I give John P. Bennetts Real Estate Pty Ltd full authority to verify and check all of the above information and reference provided. An incomplete application or inaccurate application is a reason not to be approved.

SIGNATURE.....DATE...../...../.....

**Privacy Statement**

The type of personal information that this office holds is contained in the tenancy application form that you would complete At the time you make an application for a residential tenancy.

The primary purpose for the collection of the information contained within the tenancy application form is for the assessing of an application for a residential tenancy. You should be aware that this office uses the services of a number of residential tenancy databases to confirm :

- (a) Any previous tenancy default history;
- (b) Certain details contained within the tenancy application

You should further be aware that we act as agent for the landlord/lessor of the property that you have applied to rent, and as such the landlord/lessor has the right to select the most appropriate tenant for their property.

To assist the landlord/lessor in this decision we may supply some or all of the information contained in the tenancy application form to the landlord/lessor. The provision of your personal information as requested in the tenancy application form is voluntary. However, if the tenancy application form is not completed in full we may not be able to process your application for tenancy or it may put you at a dis-advantage compared to an applicant who has supplied all the information requested in the tenancy application form



