

# Residential Application Form

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



<b>A. AGENT DETAILS</b>	
<b>ACS Realty Service</b>	
<b>Address:</b> Suite 503/580 George St Sydney NSW 2000	
<b>Phone:</b> (02) 9763 1126	
<b>Fax:</b> (02) 9763 2869	
<b>Email:</b> aaron.cao@acsrealty.com.au	
Property Manager	<input type="text"/>
<b>B. PROPERTY DETAILS</b>	
<b>1. What is the address of the property you would like to rent?</b>	
<input type="text"/>	
<input type="text"/>	
Postcode	
<b>2. Lease commencement date?</b>	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
<b>3. Lease term?</b>	
<input type="text"/> Years	<input type="text"/> Months
<b>4. How many tenants will occupy the property?</b>	
<input type="text"/> Adults	<input type="text"/> Children <input type="text"/> Ages of Children
<b>List names and phone numbers of each occupant</b>	
1. <input type="text"/>	
2. <input type="text"/>	
3. <input type="text"/>	
4. <input type="text"/>	
<b>C. PERSONAL DETAILS</b>	
<b>5. Please give us your details</b>	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>
Surname	Given Name/s
<input type="text"/>	
Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>
Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
<b>6. Please provide your contact details</b>	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
<b>7. What is your current address?</b>	
<input type="text"/>	
<input type="text"/>	
Postcode	
<b>8. How did you find out about this property?</b>	
<input type="radio"/> Newspaper	<input type="radio"/> The Internet <input type="radio"/> Local Paper
<input type="radio"/> Office	<input type="radio"/> Office Window <input type="radio"/> Sign Board at property
<input type="radio"/> Referral	<input type="radio"/> Other (specify)
Application sent to Direct Connect (if Required) <input type="checkbox"/>	

<b>D. UTILITY CONNECTIONS</b>	
<p><b>Would you like a simple, affordable energy connection for your new rental?</b></p>	
<p><b>One online form</b> no phone calls</p>	<p><b>Flexible payment</b> options</p>
<p><b>SMS updates</b> so you can relax</p>	<p><b>No lock in</b> contracts</p>
<p><b>No fees</b> for credit cards</p>	<p><b>100% FREE</b> no-cost service</p>
<input type="checkbox"/> <b>Yes please</b> I would like help from Connect Express	
<small>Terms &amp; Conditions - By ticking the box above you consent to Connect Express (CX) contacting you to arrange your energy and other services. CX may need to disclose personal information to utility companies to arrange your services. CX and your agent may receive a benefit for arranging your services.</small>	
<b>E. DECLARATION</b>	
<p>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.</p> <p>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.</p> <p>I authorise the Agent to obtain personal information from:</p> <ul style="list-style-type: none"> <li>(a) The owner or the Agent of my current or previous residence;</li> <li>(b) My personal referees and employer/s;</li> <li>(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;</li> </ul> <p>I am aware that I may access my personal information by contacting -</p> <ul style="list-style-type: none"> <li>• NTD: 1300 563 826</li> <li>• TICA: 1902 220 346</li> <li>• TRA: (02) 9363 9244</li> </ul> <p>If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.</p> <p>I am aware that the Agent will use and disclose my personal information in order to:</p> <ul style="list-style-type: none"> <li>(a) communicate with the owner and select a tenant</li> <li>(b) prepare lease/tenancy documents</li> <li>(c) allow tradespeople or equivalent organisations to contact me</li> <li>(d) lodge/claim/transfer to/from a Bond Authority</li> <li>(e) refer to Tribunals/Courts &amp; Statutory Authorities (where applicable)</li> <li>(f) refer to collection agents/lawyers (where applicable)</li> <li>(g) complete a credit check with NTD (National Tenancies Database)</li> </ul> <p>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.</p>	
Signature	Date
<input type="text"/>	<input type="text"/>

**F. APPLICANT HISTORY**

**9. How long have you lived at your current address?**  
 Years  Months

**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly Rent Paid  \$

**12. What was your previous residential address?**  
  
 Postcode

**13. How long did you live at this address?**  
 Years  Months

**14. Landlord/Agent details of this property (if applicable)**  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly Rent Paid  \$  
 Was bond refunded in full?  If not why not?

**G. EMPLOYMENT HISTORY**

**15. Please provide your employment details**  
 What is your occupation?  
  
 What is the nature of your employment?  
 (FULL TIME/PART TIME/CASUAL)   
 Employer's name (inc. accountant if self employed or institution if student)  
  
 Employer's address  
  
 Postcode  
 Contact name  Phone no.   
 Length of employment  Years  Months Net Income  \$

**16. Please provide your previous employment details**  
 Occupation?  
  
 Employer's name  
  
 Contact name  Phone no.   
 Length of employment  Years  Months Net Income  \$

**H. CONTACTS / REFERENCES**

**17. Please provide a contact in case of emergency**  
 Surname  Given name/s   
 Relationship to you  Phone no.

**18. Please provide 2 personal references (not related to you)**  
 1. Surname  Given name/s   
 Relationship to you  Phone no.   
 2. Surname  Given name/s   
 Relationship to you  Phone no.

**I. OTHER INFORMATION**

**19. Car Registration**

**20. Please provide details of any pets**  
 Breed/type  Council registration / number   
 1.   
 2.

**J. PAYMENT DETAILS**

**Property Rental**  
 \$ per week

First payment of rent in advance	\$ <input type="text"/>
Rental Bond (4 weeks rent):	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: Holding deposit (see below)	\$ <input type="text"/>
<b>Amount payable on signing tenancy agreement (bank cheque or money order only)</b>	\$ <input type="text"/>

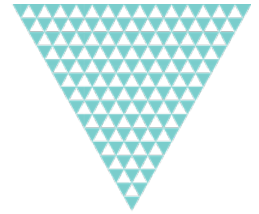
**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.  
 The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).  
 In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:  
 (i) The application for tenancy has been approved by the landlord; and  
 (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
 and  
 (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
 and  
 (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.  
 (v) The whole of the fee will be refunded to the prospective tenant if:  
 (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period  
 (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent**  **Date**   
**Signature of Applicant**  **Date**



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E: info@acsrealty.com.au  
A: Suite 503, 580 George St  
Sydney 2000 NSW



## Tenancy Application Information Sheet

The premises are offered to you in the condition as you inspected. Our Property Manager has been instructed that all undertakings for work to be carried out must be in writing.

### Supporting Documentation

Copies of the following documents must be submitted for each person with your application. Should these documents not be submitted, your application will not be accepted:

1. **Tenancy ledger from current Real Estate Agency**
2. **Copy of Drivers License and Passport**
3. **Current bank statement**
4. **Last 2 pay slips from current employee**

If you fax/email above documents in, we need to sight the original documents when you come in to sign the Tenancy Agreement.

### Holding Deposit

To secure the property and take it off the market for 7 business days, you must provide:

Holding Deposit equivalent to one week's rent. If the applicant subsequently withdraws their application, the holding deposit will be retained by the Agent.

### Successful Application

If your application is successful, you will need to complete and sign a Residential Tenancy Agreement/Lease. You must provide the following when signing the Residential Tenancy Agreement/Lease:

1. **Two weeks rent in advance**
2. **Rental Bond – 4 (four) weeks rent**

\*Bank Cheque, Australia Post Money Order or Electronic Funds Transfer (EFT) is acceptable. If using EFT payment, please transfer to the following details:

**Bank:** CBA  
**BSB:** 062 010  
**Account No:** 1124 7616  
**Account Name:** ACS Rental Trust

Please allow 3 days clearance of payment. No personal cheques or cash payments are acceptable.

