

# TENANCY APPLICATION

A separate application must be completed for each applicant over the age of 18, sign and date in the two sections of the form and return back to St. George Realty with the following documentation to [info@stgeorgerealty.com.au](mailto:info@stgeorgerealty.com.au) or P.O. Box 402, DOONSIDE NSW 2767

## Your Checklist

In order for our office to readily process your Tenancy Application Form, Please ensure that you have done the following:

Completed the Application Form and signed it (Each person over the age of 18 years to Complete a separate form)

Copies of current payslips & bank statement

If unemployed must give a copy of Centrelink statement.

Supplied full details of Company Ownership (if company owned supply office with Business Registration Certificate, bank statements and at least 3 trade references.

Must provide a copy of your Photo Identification (Driver's License or Passport) **MUST BE CURRENT**

Any documentation that you feel will help on processing your application will be accepted.

If you are a current or previous HOMEOWNER you are to supply our office with a copy of a recent Sydney Water Account and Land Rates Notice showing that your name is on the account as the owner.

*Please provide a copy of:*

Photo Identification

Payslip/Centrelink statements

Birth Certificate

ATM/Medicare Card

Rental Ledgers

Utility Bills

Letter of Offer

If ALL the above information and documentation are not supplied to our office upon lodging the application, our office will be unable to process your application.

Please submit your application **FULLY COMPLETE AND WITH ALL DOCUMENTATION.**

If the application is approved by the Landlord, you will be required to pay a holding fee equivalent to 1 weeks rent within 24 hours in order to have the property held and taken off the market. The lease will then need to be signed within one week from the time of the deposit being paid.

Should you change your mind after you have paid the holding fee, **the entire amount will be forfeited.**

Upon signing the Lease, rent and bond must be paid by **BANK CHEQUE OR MONEY ORDER only.**

The preferred method for rent through St. George Realty is via the Direct Debit System, please be sure to bring your Bank Account details with you when signing the lease.



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## HOLDING DEPOSIT CONDITIONS

- I confirm I have inspected the above mentioned premises and wish to take a tenancy for \_\_\_\_\_ weeks at a rental of \$\_\_\_\_\_ per week.
- I confirm that the rental to be paid is within my means.
- I understand the premises will not be let during the 'Holding period', pending the agreement of a 'residential tenancy agreement'
- I understand & agree the whole deposit will be refunded if the landlord does not decide to enter into a 'residential agreement' for the premises during the 'holding period'
- I understand and agree that the whole deposit will be refunded if the landlord does not carry out (***during the Holding period***) repairs or other work upon which is a condition to entry into a 'residential tenancy agreement'
- I fully understand and agree that the whole deposit ***WILL NOT*** be refunded if I, the applicant, decide not to enter into a 'residential tenancy agreement', and the premises are not let or otherwise occupied during the 'Holding Period'
- I understand if a residential tenancy agreement is entered into, the deposit is to be contributed towards bond for the premises  
*NB: all Refunds are by cheque crossed 'Not negotiable'.*

*If the deposit is paid by cheque, you must allow for four business days for the cheque to clear before a refund cheque is sent out to you unless the payment was made in cash.*

I \_\_\_\_\_ acknowledge & accept the holding fee conditions.

*(Print Name- UPPERCASE)*

*\*(by printing your name you are signing and accepting the conditions in this application form)*

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## DECLARATION:

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.

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.

I authorize the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants;

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. I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow tradespeople or equivalent organizations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete a credit check with TRA (Trading Reference Australia)

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. I am aware that I may access personal information on the contact details above.

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

*(Print Name- UPPERCASE)*

*\*(by printing your name you are signing and accepting the conditions in this application form)*