TENANCY APPLICATION FORM

RichardMatthews
REAL ESTATE

Richard Matthews Real Estate
183 The Boulevarde, Strathfield NSW 2135
Ph: (02) 9642 4288
Fax: (02) 9642 4299
rentals@richardmatthews.com.au
www.richardmatthews.com.au

RichardMatthews
REAL ESTATE

183 The Boulevarde, Strathfield NSW 2135
Ph: (02) 9642 4288
Fax: (02) 9642 4299
rentals@richardmatthews.com.au

Identification Checklist

Current Income:

- ☐ Your most recent payslip
- ☐ If you are self employed, please provide a copy of your last tax return/assessment
- ☐ If you are starting new employment, a letter of appointment from your employer
- ☐ Bank Statement/s

Current Address:

- ☐ Drivers Licence
- ☐ Rental Receipt
- ☐ Phone, Electricity or Gas Account

Other I.D:

- ☐ Passport
- ☐ Photo Card
- ☐ ID Card
- ☐ Credit Card

If your Application is successful:

- You will be asked to pay a deposit and sign a lease at the soonest possible opportunity agreed to by both parties. Before the signing of the lease you will need to provide a Bond of 4 weeks rent.
- Two weeks rent will need to be paid in advance prior to collecting keys and moving into the property.

By submitting this form, you authorise Richard Matthew Real Estate to contact all nominated referees to obtain and confirm details. You are also authorising Richard Matthews Real Estate to share all details and information with the owners.

Privacy Notice

PRIVACY DISCLOSURE STATEMENT OF Richard Matthews Real Estate.

We are an independently owned and operated business. We are bound by the National Privacy Principals. 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 current & previous landlords or letting agents, your current & previous employer and your referees. Your consent to us collecting this information is set out 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 relationship, including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you. If you do not complete this form or do not sign the consent below your application for a residential tenancy may not be considered by the owner of the relevant property or if considered may be rejected.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Richard Matthews Real Estate. I authorise Richard Matthews Real Estate to collect information about me from:

1. My current and previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me;
4. My current and previous employer.

I also authorise Richard Matthews 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 Richard Matthews 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.

I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

Please Note

- This application must be accompanied by a copy of the required documentation.
- If there is more than one applicant, a separate application form is required for each applicant over 18 years of age.
- If the application is approved, you will be required to pay one week's rent as a holding deposit, an additional week's rent and Bond in full prior to signing the lease.
- When the form has been completed, please fax or email back to a Richard Matthews Real Estate Property Manager
- All information provided, is for the purposes of leasing this premises only.

Signature

By signing below, I hereby acknowledge that I have read and consent to ALL the above.

		/ /
Print Name	Signature	Date

RichardMatthews REAL ESTATE

183 The Boulevarde, Strathfield NSW 2135
Ph: (02) 9642 4288
Fax: (02) 9642 4299
rentals@richardmatthews.com.au

Property Details & Tenancy Requirements

Address of Property

Lease Term Years Months Date you wish to occupy property / /

Rent Payable $ Per wk/Per month How many people will occupy the property? Adults Children

Pets (if applicable) Number: Type/s:

Personal Details

Full Legal Name
First Name Middle Name Surname

Date of Birth / / Drivers Licence State:

Number of Vehicles Car Registration Any Trailers/Vans/Boats

Alternate I.D (e.g passport) Pension Type (if any)

Home Phone Mobile Phone

Work Phone Email

If Student, Institution

Please provide contact number you are available on **all day**

Current Rental Details

Are you the Owner or Tenant Time at Current Residence Years Months

Current Agent/Landlord Contact No

Rent per Month $ Reason for leaving

Was bond repaid in full Yes If No, please specify:

Current Address

Previous Rental History

Were you the Owner or Tenant Time at Previous Residence Years Months

Previous Agent/Landlord Contact No

Rent per Month $ Reason for leaving

Was bond repaid in full Yes If No, please specify:

Utilities Connection

myconnect

MyConnect is a FREE & EASY to use utility connection service available for tenants

☑ Yes, Please contact me ☐ Interpreter Service Required

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.myconnect.com.au

Unless I have opted out of this section, I/we:
Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ Tick here to opt out

RichardMatthews
REAL ESTATE

183 The Boulevarde, Strathfield NSW 2135
Ph: (02) 9642 4288
Fax: (02) 9642 4299
rentals@richardmatthews.com.au

Current Employment

Occupation / Position | Employer Name

Employer Phone | Address

Contact Person | Time at Current Employer | Years | Months

Salary per annum $ | Nature of Employment | Full Time / Part Time / Casual / Other:

If self employed, please complete the following:

Company Name | Business Type

Address

Position held | A.B.N

Accountant Name | Accountant Phone

Solicitor Name | Solicitor Phone

Previous Employment

Occupation / Position | Employer Name

Employer Phone | Address

Contact Person | Time at Previous Employer | Years | Months

Salary per annum $ | Nature of Employment | Full Time / Part Time / Casual / Other:

Reason for leaving

Personal/Business References: (not relatives)

1. Reference Name | Occupation

Relationship to you | Phone No

2. Reference Name | Occupation

Relationship to you | Phone No

Please note that the referee is in no way accountable for the behaviour of the tenant both legally and financially.

Emergency Contact

1. Full Name | Phone No

Relationship to you

2. Full Name | Phone No

Relationship to you

Application

I the applicant, hereby apply for approval by the owner of the premises referred to in this form, to becoming the tenant of those premises in the terms and conditions contained in this form, and in the residential tenancy agreement to be drawn up by the owners managing agent.

I, the applicant solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above premises and wish to take up a tenancy,

for a period of _____ Weeks

at a rental of $_____ Per week

to commence on ___/___/___ and the rental to be paid is within my means.

I undertake to pay a rental bond of four weeks rent and two weeks rent in full prior to signing the lease.

Print Name | Signature | Date