TENANCY APPLICATION



www.kitsonproperty.com.au
66 Baylis street, Wagga Wagga NSW 2650 | Ph 02 6923 3200 | Fax 02 6923 3222 | reception@kitsonproperty.com.au

Residential Application Form

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

A. AGENT DETAILS

Kitson Property
Address: 66 Baylis Street,
Wagga Wagga, NSW 2650
Phone: (02) 6923 3200
Email: reception@kitsonproperty.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. How many tenants will occupy the property?

Adults Children

C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

8. How did you find out about this property?

○ Board ○ The Internet ○ Local Paper
○ Counter List ○ Other (specify)

D. UTILITY CONNECTIONS

myconnect

MyConnect offer a free service to arrange connection of your required utilities

origin agl EnergyAustralia momentum energy ENGIE dodo Aussie Broadband
iPrimus superloop FOXTEL Europcar Allianz whizz muval

☑ **Yes, Please Contact Me** ☐ **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:
Consent the disclosure of information to MyConnect (ABN 65 627 003 605) for the purpose of arranging the connection of nominated services; Confirm that you are authorised to complete a MyConnect form (including Get Connected Form, Tenancy Application Form, Online Signup) in respect of the relevant supply address; Confirm that you wish to be contacted by MyConnect (including by telephone, SMS and email) in order to: be provided with the requested service(s), consent to MyConnect disclosing personal information to the Real Estate Agent and/or the relevant utility provider(s) for the purpose of connecting your supply address to the relevant service, obtaining confirmation of connection and directly marketing to me about other products/services; and acknowledge that, to the fullest extent permitted by law, MyConnect shall not be liable for any loss or damage (including consequential loss and loss of profits) suffered by you or any other person or any property as a result of the provision of services via the Website or any act or omission of the relevant 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. Further information can be found in our Collection Statement: **myconnect.com.au/collection-statement**

Connecting your utilities through MyConnect is optional and not a prerequisite for, or considered as part of the assessment or approval of your tenancy application.

☐ **OR Tick here to opt out** **myconnect.com.au**

E. DISCLAIMER/AUTHORITY

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.

I authorise 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;
I am aware that I may access my personal information by contacting -
•NTD: 1300 563 826
•TICA: 1902 220 346
•TRA: (02) 9363 9244

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 organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with Tenancy Databases

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.

Signature

Date

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

Email address

Landlord/agent's phone no. | Weekly Rent Paid

$

12. What was your previous residential address?

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

Email address

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)

Employer's address

Contact name | Phone no.

Email address

Length of employment | Net Income per week

Years Months $

16. Please provide your previous employment details

Occupation | Employer's name

Contact name | Phone no.

Email address

Length of employment | Net Income per week

Years Months $

F. 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 INFORMATION

Property Rental

$ per week

Rental payment frequency

☐ Fortnightly
☐ Calendar Monthly

First payment of rent in advance	$
Rental Bond (4 weeks rent):	$
Sub Total	$
Less: Holding deposit (see below)	$
Amount payable on signing tenancy agreement	$

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 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**