

# Application Form

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



## A. AGENT DETAILS

### Marshalls Property Real Estate

575 Pacific Hwy Belmont NSW 2280  
Phone no: 02 49157888  
Email: [rentals@marshallsproperty.com.au](mailto:rentals@marshallsproperty.com.au)

## B. PROPERTY DETAILS

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

Postcode

Property rental  
\$  Per week

## C. PERSONAL DETAILS

### 2. Please give us your details

Mr  Mrs  Ms  Miss  Other

FULL NAME

Date of Birth

Driver's licence no.  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

### 3. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

4. Proposed Lease commencement date?

5. Lease term?

### 6. How many people will normally occupy the property?

Adults  Children  Ages

7. Department of Housing Assistance  Please tick if applicable

## D. PETS

Yes  No  Type/How Many?

## E. ARE YOU A SMOKER?

Yes  No

**N.B. Both sides of this application must be completed**

## F. UTILITY CONNECTIONS

Telstra 13 2200  
Energy Australia 13 1535

## G. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay all monies in full prior to commencement of the tenancy.

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 accept it in the condition to which it is offered. I 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 trades people or equivalent organizations to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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.

Signature  Date

## 'AGENT USE ONLY'

Tica Checked

Landlord Contacted

Application Approved

Commencement Date

Lease Sign Appointment

Time

Deposit Paid

## H. APPLICANT HISTORY

### 8. What is your current address?

	Postcode

### 9. How long have you lived at your current address?

	Years		Months
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### 10. Why are you leaving this address?

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### 11. Agent/Landlord 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
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### 14. Agent/Landlord 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?

### 15. Please answer the following questions:

	yes	no
Have you ever been evicted by any landlord or agent	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason that would affect your rent payment	<input type="checkbox"/>	<input type="checkbox"/>

## 16. EMPLOYMENT HISTORY

### 17. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address
Postcode

Contact name	Phone no.

Length of employment		Net income?
	Years	Months
		\$

## 18. CONTACTS / REFERENCES

### 19. Please provide a contact in case of emergency

Surname	Given name/s

Relationship to you	Phone no.

### 20. Please provide two 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.

## 21. OTHER INFORMATION

### 22. Car Registration

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## 23. LEASE SIGNING COSTS

Upon your application being accepted, you will be required to pay **1 week's Rent** as a holding deposit for the property.

if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Deposit Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Holding Deposit Period (based upon the proposed rent), but must refund the remainder; and  
If a residential tenancy agreement is entered into, the Holding Deposit is processed towards rent for the premises.  
(Holding Deposit Period = 7 days)

On signing your lease you will be required to pay:-  
1 Week's Rent

Rental bond (4 weeks rent)

**All monies must be paid in full before the keys can be given to the property**

(Bank Transfer only & Bond Online – link provided)

## 24. REFERENCE DOCUMENTS REQUIRED

When submitting an application, please supply the following supporting documents:-

- Photo ID** – Current Licence, Passport or Proof of Age Card
- Rental References** – Details of current/previous agents/landlords
- Utility Account** – (e.g. Electricity) showing name & current address
- Recent Bank Statements** – Showing income deposits & Rent payments (a current month)
- Proof of Income** – Copy of at least 2 pay slips &/or Centrelink printout
- Last 4 **Rent Receipts** &/or current/previous tenant ledger

**Home owners:** Supply a copy of your **Council Rates Notice**, details of your Selling agent. If you have a rental property, please supply a recent **Monthly Statement**.

#### Please Note

- Applications will not be processed without sufficient information
- A separate application is required for each adult applicant
- We do not transfer bonds, and do not accept transfer of bonds
- Processing of applications can take approximately 2-3 working days
- Applications can be faxed, emailed or delivered personally to our office
- This office is a member of TICA and RPDData – all applications will be checked.