

Ph: 02 9712 1188  
Fax: 02 9712 1122  
161 Great North Road, Five Dock  
web: www.timerealty.com.au  
e-mail: leasing@timerealty.com.au



## Residential Tenancy Application

- This application form & attachments must be completed if you wish to apply to rent through Time Realty.
- One week's rent is required in the form of Bpay. This must be paid within 24 hours of notification.
- By submitting this application, you agree to pay the following prior to signing the lease.
  - Rent in advance of 2 weeks to Time Realty
  - A bond of 4 weeks directly to the Rental Bond Board Online
- If there is more than 1 applicant, a separate application form should be completed for each applicant

## Each applicant must provide 100 points of ID from the following

*Please note all documentation will be photocopied for our records.*

- Photo ID – Passport, driver's licence, Identification card
- Medicare card
- Birth Certificate
- Most recent bank statements
- 4 x current payslips
- 4 x previous rent receipts
- Rental ledger
- Utility bill's in the applicant's name – i.e electricity, water
- If previously owned a home – a copy of council rates is required
- If previously had a private landlord – a copy of bond lodgement details and lease agreement required.
- If self-employed, accountant's details

## Notice to tenants:

- Tenants are responsible for connecting services – i.e phone, electricity, gas
- Time Realty or the property owners take no responsibility for the status of the telephone, gas or electricity
- If a property is separately metered, the tenant **will be charged** for water usage and should always be paid on time
- Bpay or direct debit is the payment method accepted for rent.

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I, the applicant, hereby apply for approval by the owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's real estate agent.

#### Holding fees for approved applicants

In accordance with section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding fee referred to in this application for tenancy form is subject to the following conditions:

The applicant, if approved, will pay a holding fee of **1 weeks rent** to hold the premises in favour of the applicant.

- A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord.
- If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
- If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.

#### Notice to prospective tenants

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such serve points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

I/We **SETTSCAP PROPERTY PTY LIMITED**, Trading as **RL TIME REALTY**, The real estate agents, acting for the owner of the above premises acknowledge receipt of the above application and if the application is approved to also prepare, within the holding period, if any, a residential tenancy agreement/lease of the premises.

#### Privacy Policy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Application fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Address of premises applying for:

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### Details of tenancy

Lease term	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months
Commencement date		
Rental amount	\$	per week
Number of persons in premises	__ adults	__ children If children, ages:
Pets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, number, age, breed, photo		
Smoker	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own an investment property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you thinking of purchasing an investment property within 6-12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Applicant's details

Full name	
Date of birth	
Current address	
Mobile	Home
E-mail	Work
Driver's Licence number	State of issue
Passport number	Country of issue

### Current employment

Company name	
Occupation	
Manager Contact (name)	Contact's phone
Address	
Length of employment	
Net income	

### Previous employment

Company name	
Occupation	
Manager Contact (name)	Contact's phone
Address	
Length of employment	
Net income	

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**Current rental history:**

Name of current agency / landlord	
Address	
Rent paid per week	Time at present address
Agent's name	Contact number
Reason for leaving	

**Previous rental history:**

Name of previous agency / landlord	
Address	
Rent paid per week	Time at previous address
Agent's name	Contact number
Reason for leaving	
Was bond refunded in full, if not, what is the reason?	

**Emergency contact**

Full name	Relationship
Present address	
Contact number	Email

**I confirm the following:**

During my inspection of the property I found it to be in a reasonably clean condition:

- YES
- OTHER

If other, please outline details of work requested to be carried out by the landlord:

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I, The applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week and that the rental to be paid is within my means. I undertake to pay a rental bond as requested upon the signing of a residential tenancy agreement.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_