

# Rental Application Form



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Before any application will be considered, each applicant must provide the following identification & documents:

## **IDENTIFICATION REQUIRED:**

- Drivers licence / Photo ID OR
- Current Passport
- Medicare card / Healthcare card
- Bank Cards/Credit Cards
- Current bank statement
- Payslips from Employer
- Centrelink Statement (if applicable)

## **ADDITIONAL DOCUMENTS:**

- Previous rental ledger / rental receipts
- References from previous landlord/agent

*Please arrange to copy all your own supporting documentation before handing in your application*

## How long does it take to process an application?

**Our office will endeavour to have an answer to you within 48 hours.  
When your application has been approved, you will be required to  
pay a holding fee which is one week's rent.**

Should you be approved, on or before signing the lease, you will be required to pay the following:

**BOND** - 4 weeks rent

**RENT** - 2 weeks rent (including the holding fee paid upon approval of 1 week's rent)

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## Property applying for & lease details

Address: \_\_\_\_\_

Proposed length of tenancy \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS Rent per week \$ \_\_\_\_\_

Method of rental payment (If application is approved)  Direct bank deposit (in person at NAB)  Electronic Funds Transfer

Centrepay (through Centrelink)  Bank cheque/money order

Will you be seeking assistance from Housing NSW for your rental bond?  YES  NO

Commencement date \_\_\_\_\_

(Please provide a specific date, as rental payments will commence on this date)

## Occupancy details

Number of occupants \_\_\_\_\_ Number of children \_\_\_\_\_ Ages of children \_\_\_\_\_

Pets? Yes  No  Inside  Outside  Number of Pets? \_\_\_\_\_

Type/Breeds \_\_\_\_\_

## Applicant details

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

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Email Address: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_ Passport number: \_\_\_\_\_

## Current residential address (If private tenancy please provide us a copy of the front page of the lease)

Address: \_\_\_\_\_

Landlord/Agents name: \_\_\_\_\_ Contact details \_\_\_\_\_

Do you: Own  Rent  Rent/repayments per week: \$ \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for leaving: \_\_\_\_\_

## Previous residential address

Address: \_\_\_\_\_

Landlord/Agents name: \_\_\_\_\_ Contact details \_\_\_\_\_

Do you: Own  Rent  Rent/repayments per week: \$ \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for leaving: \_\_\_\_\_

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## Previous residential address

Address: \_\_\_\_\_

Landlord/Agents name: \_\_\_\_\_ Contact details \_\_\_\_\_

Do you: Own  Rent  Rent/repayments per week: \$ \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for leaving: \_\_\_\_\_

## Current employment / Income details

Employer: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your position: \_\_\_\_\_ Net income per week: \$ \_\_\_\_\_

Length of employment: \_\_\_\_\_ Years \_\_\_\_\_ Months Part time  Full time

OR

Centrelink income  Type of payment: \_\_\_\_\_

Amount per week / fortnight: \$ \_\_\_\_\_  
(Please provide a copy of your Centrelink statement)

Other income  Type of income: \_\_\_\_\_

Amount per week / fortnight: \$ \_\_\_\_\_

**Please provide a copy of your current bank statement**

## Emergency contact details (This must NOT be someone who will be living with you)

Person 1: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

Person 2: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

**By signing this application you grant us permission to communicate with all the contacts if we can't locate you. If you abandon the tenancy for any reason, then you grant us permission to allow your relatives listed above to remove all contents of the dwelling on your behalf.**

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## Privacy Statement

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided to us, we may be unable to process your application and manage your tenancy.

## Application

I, the applicant, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of property their acceptance and if the application is approved, to prepare and Residential Tenancy Agreement for the premises.

I, the applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I also declare that I have inspected the property.

### If a holding deposit is being paid, the following conditions apply:

1. The premises will be reserved for a period of seven days.
2. During this reservation period, the premises will not be reserved for any other applicant.
3. Should the landlord decline this application, the holding deposit will be refunded in full.
4. Should the landlord accept this application, the holding deposit will be paid towards rent for the premises.
5. Should the applicant not proceed, the landlord may retain the holding deposit.
6. The holding deposit will be banked in to a trust account. John Mooney Real Estate, acting for the landlord, acknowledges receipt of the above application and the accompanying holding deposit and agrees to reserve the premises for the period and in accordance with the above states. John Mooney Real Estate also agrees to notify the applicant within this period whether or not the application is approved and if so, to prepare a Residential Tenancy Agreement for the premises.

Applicants name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## Utility Connections



YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |  |   |   |  |                                     |
|--|---|---|--|-------------------------------------|
| <input type="checkbox"/> Electricity   | <input type="checkbox"/> Gas            | <input type="checkbox"/> Telephone        | <input type="checkbox"/> Pay TV          | <input type="checkbox"/> Internet   |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans |

**DECLARATION AND ACCEPTANCE:** I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

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