

LEASING APPLICATION

O’GORMAN & PARTNERS REAL ESTATE
130 AVENUE RD, MOSMAN 99684444 fax 99684482
(ver 0911- website ver)

IMPORTANT INFORMATION

In order for this application to be processed, you MUST supply a copy of as many of the following documents as possible & a valid E-MAIL address. All applicable spaces must be completed:

- A current photo driver’s license or other acceptable photo ID
- A current passport (if you do not have a driver’s license)
- A copy of a rate notice (water board or council – only if you are moving from your own home and cannot supply a rental reference)
- A copy of the last 6 months rental ledger from your current Real Estate Agent

If you are unable to supply any or all of the above as applicable, your application may not be processed.

PROPERTY APPLIED FOR

ADDRESS RENT \$.....PW
IF RENTAL \$300 PW OR OVER, RENTAL MUST BE PAID MONTHLY IN ADVANCE
TERM REQUIRED.....MONTHS PREFERRED START DATE/...../.....

PERSONAL PARTICULARS

FULL NAME.....
PRESENT ADDRESS.....
DATE OF BIRTH.....
DRIVERS LICENSE No.....STATE OF ISSUE.....
TELEPHONE (h).....(w).....(mob).....
E-MAIL ADDRESS.....@.....
No OF PEOPLE TO OCCUPY PROPERTY.....ADULTS.....CHILDREN
PETS.....
SMOKER YES NO (please circle one)

OCCUPATION (must be fully completed)

POSITION.....
EMPLOYERS NAME.....YEARS THERE.....
EMPLOYERS ADDRESS.....
EMPLOYER PHONE.....FAX.....
EMPLOYER CONTACT NAME.....(manager/director etc)
IF SELF EMPLOYED ABN.....ACN.....
ACCOUNTANT.....PH.....

LEASING/OWNERSHIP HISTORY (NOT OPTIONAL)

CURRENT LANDLORD/AGENT.....
AGENCY CONTACT NAME.....
AGENT/LANDLORD PHONE NUMBER.....W.....H
ADDRESS OF PROPERTY.....
CURRENT RENT/BOARD/MORTGAGE PAID \$.....PER.....

NEAREST RELATIVE (MUST BE FULLY COMPLETED)

NAME.....
ADDRESS.....
E-mail address.....
PHONE NUMBER (H).....(W).....
WHAT RELATION IS THIS PERSON TO YOU ?.....

More- over

I, the applicant, do solemnly and sincerely declare that I am not a bankrupt or undischarged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take a tenancy for said premises for a period of [] weeks/months at a rental of \$ [] per week and that the rental to be paid is within my means. It is agreed that the rental shall be payable monthly if over \$300 per week however the landlord reserves the right to agree to fortnightly rental payments by prior agreement.

[X]

signed by the tenant

PRIVACY CONSENT

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. The Applicant consents to the Agent verifying the information as provide by the means available to them according to the information provided.

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

IMPORTANT

BY SUBMITTING THIS APPLICATION YOU CONFIRM THAT YOU HAVE INSPECTED THE PROPERTY AND THAT YOU ACCEPT IT IN ITS CURRENT STATE OF CLEANLINESS AND REPAIR UNLESS AGREED IN WRITING PRIOR TO LEASE SIGNING. NO CLAIM CAN BE MADE AFTER TAKING POSSESSION OF THE PROPERTY NOTWITHSTANDING URGENT REPAIRS.

APPROVAL PROCESS

You will be sent an SMS to advise acceptance or otherwise. Owners decision is final.

HOLDING DEPOSIT

If your application is successful, you will be asked to pay a holding deposit equivalent to 1 weeks rent.

Should the applicant decide not to proceed with the lease, then the deposit shall be forfeited to the owner on a pro rata basis calculated from the date the deposit was paid to the date the agent is advised. If the owner decides not to proceed with the lease, the deposit will be refunded in full. The deposit will form part of the first rental payment once the tenant signs the lease. The holding deposit will not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord’s agent.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines, internet services, any type of TV service are the responsibility of the tenant and as such they should make their own enquiries as to the availability and suitability of said services. The owner in no way guarantees that any points or connections in the property are serviceable.

APPLICANT [] AGENT []
DATE [/ /]

Agent use only

Real Estate
Employment
Status