

# Residential Tenancy Application Form



## 1. Agent Details

### Sydney Links Real Estate

Address: Shop 1, 115 Macleay St, Potts Point, NSW, 2011

Phone: 02 8302 3088

Fax: 02 8302 3033

Email: [rentals@sydneylinks.com.au](mailto:rentals@sydneylinks.com.au)

## 2. Property Details

Date property inspected \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Preferred Lease Term: \_\_\_\_\_ Years Months

Commencement Date of lease \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of other Applicants to Occupy the Property

Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Do you have a pet Yes/No

Are you a smoker Yes/No

## 3. Applicant Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ (Years)

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) No \_\_\_\_\_

Pension Type (if applicable) No \_\_\_\_\_

### Please provide contact details

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you

First Name Surname \_\_\_\_\_

Relationship \_\_\_\_\_ contact No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

## 5. Payment Details

Property Rental Price	\$	PW
Security Deposit (4 Weeks RTA, 2 weeks BHA)	\$	
Sub Total	\$	
Less Option Fee	\$	
Total to be paid before keys given	\$	

## 6. Utility Connection Services

**connectnow.**

We get things sorted.

PH: 1300 554 323

[info@connectnow.com.au](mailto:info@connectnow.com.au)

[connectnow.com.au](http://connectnow.com.au)

### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

**Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.**

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

## 7. Declaration

A) I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

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

**8. Applicant History**

How long have you lived at your current address? \_\_\_\_ Years \_\_\_\_ Months  
 Name of Landlord/Agent (If applicable) \_\_\_\_\_  
 Phone No \_\_\_\_\_  
 Rent Paid per month/week \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Was bond repaid in full? Yes No If No, please specify why: \_\_\_\_\_  
 What is your current residential address? \_\_\_\_\_  
 \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

(if above is less than 3 yrs)

How long have you lived at your current address? \_\_\_\_ Years \_\_\_\_ Months  
 Name of Landlord/Agent (If applicable) \_\_\_\_\_  
 Phone No \_\_\_\_\_  
 Rent Paid per month/week \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Was bond repaid in full? Yes No If No, please specify why: \_\_\_\_\_  
 What is your current residential address? \_\_\_\_\_  
 \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

**9. Employment Details**

Occupation \_\_\_\_\_  
 Employers Name \_\_\_\_\_  
 Employment Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
 Employer Phone No \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Length at current employment \_\_\_\_ Years \_\_\_\_ Months  
 Net Income \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

(if above is less than 3 yrs)

Former Occupation \_\_\_\_\_  
 Former employers Name \_\_\_\_\_  
 Former employers Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
 Former employers Phone No \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Length at current employment \_\_\_\_ Years \_\_\_\_ Months  
 Net Income \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

**10. Personal Referees**

Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_  
 Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_  
 Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

**11. Professional Referees**

1. Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_  
 2. Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_  
 3. Reference name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

**12. Vehicle Details (Strata Properties)**

Car registration (if applicable) \_\_\_\_\_

**13. Submitting Your Application**

Once you have completed the attached application and TRA forms, please submit to our office by way of the following options:

- Email to:** [rentals@sydneylinks.com.au](mailto:rentals@sydneylinks.com.au) or to your individual property manager
- Deliver to:** Shop 1, 115 Macleay Street  
POTTS POINT NSW 2011.

For your application, please provide /submit evidence/documentation.

Job Appointment Letter		Pay Slips	
Previous Rental Ledger		Bank Statement	

**14. ID Requirements****100 Points of ID Required:**

- 50 Passport
- 40 Driver license
- 30 Reference from previous agent
- 30 Employment letters
- 20 Bank statement
- 10 Receipt of previous rental x 3 months
- 10 Water/Electricity/Utility Bills
- 10 Medicare Card/Credit Cards

**If you are self employed:**

Please supply ABN no & company name along with the contact numbers for your accountant.

**16. How did you find out about this property? (Please Tick)**

RENT LIST \_\_\_\_\_ INTERNET \_\_\_\_\_ OFFICE \_\_\_\_\_

FOR LEASE BOARD \_\_\_\_\_ OTHER \_\_\_\_\_

**NB: Prior to moving into the new premises, if appropriate you will need to contact the Building Manager/Strata to book a time to move into the property. Should you have any queries with regard to the above, please contact the Assigned Agent**

# Direct Debit Request



Please complete, sign and return to us. This form is to authorise us to debit your account with another financial institution.

*Rental property address*

Payment amount

## Account Details

*Name of financial institution*

*Address of financial institution*

*Account name*

*Branch number (BSB)*

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*Account number*

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## Service Agreement

I/we request you, Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate User ID \_\_\_\_\_ until further notice in writing, to debit my account described above, with the amount specified.

I understand and acknowledge that:

1. My nominated financial institution may in its absolute discretion decide the order of priority of payment by it of any moneys pursuant to this request or any authority or mandate.
2. The financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits.
3. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate may, by prior notice in writing to me within 14 days, vary the timing of future debits.
4. **Debits will be deducted on, or close to, the rent payment day of each rental period.** Where the **rent payment day** of the month does not fall on a business day and I am uncertain whether sufficient cleared funds will be available to meet the direct debit, I will contact the financial institution directly and ensure that sufficient cleared funds are available.
5. I can modify or defer this regular Direct Debit Request at any time by giving Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate 14 days' notice, in writing. I need to do this by the 14th day of the month for the change I'm requesting to take effect in that month.
6. I can stop or cancel the regular Direct Debit Request at any time by giving Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate or my financial institution 14 days' notice in writing. I need to do this by the 14th day of the month for cancellation to take effect in that month.
7. If at any time I feel that a direct debit against my nominated account is inappropriate or wrong it is my responsibility to notify Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate or my financial institution as soon as possible.
8. Direct debiting through BECS is not available on all accounts. I can check my account details against a regular statement or check with the financial institution as to whether I can request a direct debit from my account.
9. It is my responsibility to ensure that there are sufficient cleared funds in my nominated account to honour the DDR. I understand that the DDR will be automatically cancelled if three direct debit payments are dishonoured because of insufficient funds within a 12 month period. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate will give me 14 days' notice in writing if they intend to cancel my DDR. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate will also charge the cost of dishonoured direct debits against my account.
10. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate may need to pass on details of my direct debit request to their sponsor bank in BECS to assist with the checking of any incorrect or wrongful debits to my nominated account.

*Signature*

*Date*

*Signature*

*Date*

**Authority to Deduct Credit Card Payment**

Client Name	
Rental Address	
Billing Address	

**CREDIT CARD DETAILS**

**Card Type**

Visa					Mastercard								Amex				

**Card Number**

Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CVC # \_\_\_\_\_

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

**Rental deductions**

I/we request that you debit my/our account in accordance with our agreement and subject to one or more of the following conditions.

Rental:	
Credit Card Fee: 2% Visa & Mastercard 3% Amex	
Total Deduction:	
Frequency:	Weekly      Fortnightly      Monthly      Other
First Payment Date:	
Final Payment Date:	Date:                      Until termination or lease
If one off payment write date payment to be made:	