

Residential Tenancy Application – Time Realty

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 upon approval. 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.)

- 30 - Photo ID e.g. passport, driver's licence, Identification card
- 10 - Birth Certificate
- 30 - Most recent bank statements
- 20 - Medicare card or bank card
- 20 - 4 x current payslips
- 20 - 4 x previous rent receipts
- 20 - Rental ledger
- 20 - Utility bill's in the applicant's name e.g. electricity, water
- 20 - If previously owned a home – a copy of council rates is required
- 20 - If previously had a private landlord – a copy of bond lodgement details & lease agreement
- 20 - If self-employed, accountant's details, bas statement & tax assessment

Notice to tenants:

- Tenants are responsible for connecting services – e.g. 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.

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: ____/____/____

Address of premises applying for:

Details of Tenancy

Lease Term: 6 months / 12 months

Commencement Date:

Rental Amount: \$ per week

Number of persons in premises: __ Adults __ Children __ Pets

Pet Type/Breed: Age: Council Registration:

Was the property upon your inspection in a clean and fair condition?

How did you find out about this property?

Applicant's Details

Full Name:

Date of Birth: Sex:

Current Address:

All Day Contact Number: Home Phone/Work:

E-mail: Smoker: Yes / No

Driver's Licence Number;; State of issue & Expiry:

Primary Vehicle Make Registration

Passport Number: Country of issue:

Emergency Contact Name: Relationship: Phone:

Emergency Contact Address:

Emergency Contact Email Address:

Current Rental History

Name of Current Agency/Landlord:

Address:

Rent Paid Per Week: Length of Stay:

Agent's Name: Contact Number:

Agents/Landlords Email: Was the Bond Fully Refunded:

Reason For Leaving:

Current employment	
Self Employed?	
Company Name:	
Manager (Name):	Contact's Phone:
Company Address	
Industry:	Occupation/Position:
Length of employment:	Nature of Employment: Casual/Full-time/Part-time
Annual Salary:	Net Weekly Income:

Other Details
Do you have any other applications pending on other properties?
Are you considering purchasing a property within the near future?
Do you own an investment property?
Has your tenancy ever been terminated by a landlord or agent?
Have you ever been refused a property by any landlord or property manager?
Are you in debt to another landlord or agent?
Have any deductions ever been made to your bond?
Are there any reasons that would affect your future rental payments?

Other Occupants	
Name:	Phone:
Name:	Phone:
Name:	Phone:

Previous employment	
Self Employed?	
Company Name:	
Manager (Name):	Contact's Phone:
Company Address	
Industry:	Occupation/Position:
Length of Employment:	Nature of employment: Casual/Full-time/Part-time
Annual Salary:	Net Weekly Income:

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 201 Great North Rd, FIVE DOCK NSW 2046
www.timerealty.com.au
leasing@timerealty.com.au



Previous Rental History	
Name of Previous Agency/Landlord	
Address	
Rent Paid Per Week	Length of Stay
Agent's Name	Contact Number
Agents/Landlords Email	Was the Bond Fully Refunded
Reason for Leaving:	

References	
Personal Reference:	Email:
Relationship:	Occupation:
Phone:	Occupation:
Personal Reference 2:	Email:
Relationship:	Occupation:
Phone:	Occupation:
Business Reference:	Email:
Relationship:	Occupation:
Phone:	Occupation:
Business Reference 2:	Email:
Relationship:	Occupation:
Phone:	Occupation:

Currently registered with Bonds Online? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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: ____/____/____