



Lodgers Application Form

71 Addison Road,
Marrickville NSW 2204

Phone: 9568 6800
Fax: 9569 0969
Email: rental@colonialstate.com.au

Please insure all fields are completed so we can process your application promptly.

Property Details

Address:
.....Postcode:
Weekly Amount: \$ Weekly / Monthly
Security Amount: \$ 2 Weeks
Preferred Lodging Start Date: / /
How many people will be residing at the property?
Adults: Children: Age of Children:
Pets? How many? ...NO PETS.....

OFFICE USE ONLY

Occupation Commence Date:
Property Manager Marit Kaiser

Applicant Details

Title: Family or Surname:
Given Name/s:
Date of Birth: / ... / Home Ph:
Work Ph: Mobile Ph:
Email address:
Australian Drivers Licence No:
State: Expiry Date:
Passport No (If applicable):
Country: Expiry Date:
Pension No (If applicable):
Type: Expiry Date:
Own Motor Vehicle? Yes <> No <>
Car Make/Model:

Current Address:

.....
..... Postcode:
Duration of stay: Years Months
If Rented Premises Rent paid: \$ per week
Current Landlord/Agent:
Phone no. of Landlord/Agent:
Reason for Leaving:

Previous Address:

.....
..... Postcode:
Duration of stay: Years Months
If Rented Premises Rent paid \$ per week
Current Landlord/Agent:
Phone no. of Landlord/Agent:
Reason for Leaving:

Current Employer:

Occupation:
Full time / Part time / Casual?
Length of Employment: Years Months
Net Income per week: \$
Address:
..... Postcode:
Contact person: Phone:

Previous Employer:

Occupation:
Full time / Part time / Casual?
Length of Employment: Years Months
Net Income per week: \$
Address:
..... Postcode:
Contact person: Phone:

APPLICATION INSTRUCTIONS

1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following
 - a. The first 2 weeks rent payable by money order or bank cheque in the name of Colonial State Realty.
 - b. The Security deposit amount payable by money order or bank cheque in The name of Colonial State Realty.
 - c. If the required amount is not received within 24 hours the property is then available for a new applicant to proceed.

Please Note: The completion and submission of this application is no assurance that your application will be accepted. We will not be required to provide you with any reason if this application is not accepted.

PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in this application or that which is 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 Lodger.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into an Occupational Agreement and if the Applicant 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 occupancy may also be disclosed to other parties, including those referred to above.

The Agent will only disclose information in this way to other parties to achieve the purposes Specified above or as allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent 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 occupancy.

Applicants Signature: _____ **Date:** ____ / ____ / ____

Application Documents Needed:

- 1. () Proof of Income. Copies of 8 current pay slips or centerlink Statements;
- 2. () Letters from employers;
- 3. () Bank Statements showing 3 months of transactions
- 4. () Drivers License / Proof of Age Card / Passport
- 5. () Rental ledger
- 6. () 3 forms of ID, including photo ID
 - () Drivers Licence () Photo ID () Medicare Card
 - () Healthcare Card () Passport () Birth certificate
 - () Citizenship Papers

The Applicant Understands that:

The information given in this application is true and correct, and this is a fundamental preoccupation of the landlord entering into an Occupational Agreement.

I/We agree and consent for the landlord's agent to check with the references mentioned above about me/us to verify my/our suitability as lodger/s. The premises have been inspected and initial payment of rent will be made by electronic transfer, bank cheque or Australian money order.

Term of Occupation: _____ Months with option to renew.

<u>Total Payable:</u>	Security (2 weeks):	\$ _____
	Licence Preparation fee:	\$ <u>50.00</u>
	2 Weeks in Advance:	\$ _____
	Sub Total:	\$ _____
	Less Deposit:	\$ _____
	Total Due:	\$ _____

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

Agents Signature: _____ *M. Kaldge* _____ Date: _____