



Tenancy Application Form

71 Addison Road,
Marrickville NSW 2204
Phone: 9568 6800
Fax: 9569 0969
Email: rental@colonialstate.com.au

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

Property Applying For

Address _____
Suburb _____
Lease Term _____
Lease Start Date _____
Rent _____
Bond _____

Personal Details

Title _____ Given Name(s) _____
Surname _____
Date of Birth _____
Drivers Licence No. _____ State _____
Passport No. _____
Expiry Date _____ Country _____
Home Phone _____
Work Phone _____
Mobile _____
Email _____

Current Situation

Are you the owner / renter / other _____
How long have you lived at your current address? _____

Address _____
Suburb _____ Post Code _____
Name of landlord/agent _____
Contact number _____
Rent paid per week _____
Reason for leaving _____

Previous Address

Were you the owner / renter / other _____
Address _____
Suburb _____ Post Code _____
How long did you live at this address? _____
Name of landlord/agent _____
Contact number _____
Rent paid per week _____
Reason for leaving _____

Students please complete this section

Place of Study _____
Course _____
Course Length _____
Student Number _____
Parents Name _____
Contact Number _____

Current Employment

Occupation _____
Employer _____
Suburb _____ Post Code _____
Contact Name _____
Phone _____
Length of Employment _____
Net Income Per Week _____

Any Other Sources of Income

Previous Employment

Occupation _____
Employer _____
Suburb _____ Post Code _____
Contact Name _____
Phone _____
Length of Employment _____

If Receiving Government Benefits

Pension type _____

Other Information

Do you have any pets? _____
Do you smoke? _____
How many people will be living at the premises? _____
Emergency contact _____
Relationship _____
Phone _____
Mobile _____
How did you find the property? _____

APPLICATION INSTRUCTIONS

1. All details are to be printed clearly and completed in full.
2. If more than one 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.
5. Should your application be successful we will require the following
 - a. The first months rent payable by money order or bank cheque in the name of Colonial State Realty.
 - b. The bond 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 will then be put back on the market for the next application or tenant/s 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. If your application is successful we will require payment of a holding deposit equivalent to one weeks rent.

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 tenancy. 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 a Residential Tenancies 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 tenancy 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 tenancy.

Applicants Signature: _____ Date: ____ / ____ / ____

Document Required for Application

1. Drivers License / Proof of Age Card / Passport
2. Proof of Income (2 most recent payslips or Centrelink statements)
3. Rental ledger or 4 most recent rent receipts
4. Most recent bank statement

Total Payable:

Bond (4 Weeks Rent): _____

Lease Preparation Fee: _____

2 Weeks Rent in Advance: _____

Total Due: _____

Applicants Signature: _____

Date: _____