

TENANCY APPLICATION FORM

NOTE:

All applicants over 18 years of age are required to complete and submit an application form.

Property Address:

PROPERTY MANAGEMENT CONTACT DETAILS

Address: 21 Mill Street CANOWINDRA NSW 2804

Phone: 02 6344 1083

Email: canre21@bigpond.com

TENANCY APPLICATION CHECKLIST

Identification

Please provide two of the following:

- Drivers Licence
- Passport
- Another form of photo identification

Proof of Income

Please provide one of the following:

- Three recent pay slips
- Letter from your employer stating income
- Letter from accountant if self employed

I confirm that I have inspected the property and am accepting the property in its current condition.

Name:

Signature:

Date:

For your application to be processed you must answer all of the questions.

PROPERTY DETAILS

Address of the property you would like to rent

Preferred lease length

Preferred lease start date

How many tenants will occupy the property?

No. of Adults

No. of Children (including ages)

PERSONAL DETAILS

Given name

Surname

Date of Birth

Mobile Number

Alternate Phone Number

Email Address

Do you have any pets? If yes, please provide details below:

Number | Type | Breed

EMERGENCY CONTACT DETAILS

Name

Phone Number

Relationship

APPLICANT HISTORY

Current Address

How long have you lived at your current address?

Current weekly rent amount

Name of Landlord or Agent

Landlord or Agent Phone Number

Landlord or Agent Email Address

EMPLOYMENT HISTORY

Occupation

Are you employed Full-time Part-time Casual Self-Employed

Employer's Name

Employer's Phone Number

Length of Employment

PRIVACY CONSENT DECLARATION

This form provides information about how KFS Canowindra Real Estate (ACN 113 557 716) (“we”, “our” or “us”) will collect and handle your personal information, as required by National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your personal information to those third parties we cannot process your application for a tenancy.

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner.

I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will.

I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

- The owner or the Agent of the current or previous residence.
- My personal referees for this application and past employer.
- Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a Rental Agreement, I agree that Agent may disclose details of any such default to the Tenancy Default Database, and to Agents and/or Landlords of properties that I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within the application in order to:-

- Communicate with Referees, Employees, Landlords, third party operators of tenancy reference database, other Agents and select a Tenant.
- Communicate with the Owner and select a Tenant
- Prepare lease/tenancy documents.
- Allow Tradespeople or equivalent Organisations of contact me.
- Lodge/claim transfer to and from a Bond Authority.
- Refer to Collection Agents/Courts and Statutory Authorities where applicable.
- Refer to Collection Agents/Lawyers where applicable.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises.

Applicant Full Name

Signature

Date