

# Tenancy Application Form

1/18 River Street  
Maclean NSW 2463  
P: (02) 6645 3433  
F: (02) 6645 3659  
E: [renting@clarencevalley.com.au](mailto:renting@clarencevalley.com.au)



DATE:

Property you are applying for:

Maximum Rent you would like to pay:

How Soon Do You Need a Rental:

Preferred Lease Term:

Names of all other occupants for the property:

Number of Occupants:

Adults:

Children:

Ages of Children:

Pets:

Yes

No

Type

Breed:

Breed:

## PERSONAL DETAILS

Whose name will the lease be in:

Mobile:

Other contact numbers:

Email:

Date of Birth:

Smoker:

Yes

No

Drivers Licence No:

Drivers Licence State:

## EMERGENCY CONTACT DETAILS – Not Residing at the Property

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

## CURRENT TENANCY DETAILS

Street Address:

Suburb:

Length of time at current address:

Years

Months

Rent Paid:

Reason for leaving:

Name of Landlord/Agent:

Phone:

Landlord/Agent Email:

## PREVIOUS RENTAL HISTORY

Previous Address:

Length of time at above address:

From

to

Rent Paid:

Name of Landlord / Agent:

Phone:

Email:

Was Bond refunded in full?

Yes

No

If No, please specify reasons why:

## PREVIOUS RENTAL HISTORY

Previous Address:

Length of time at above address:

From

to

Rent Paid:

Name of Landlord / Agent:

Phone:

Email:

Was Bond refunded in full?

Yes

No

If No, please specify reasons why:

## CURRENT EMPLOYMENT DETAILS

Occupation:

Current Employer:

Employer's Address:

Contact Name (payroll / manager):

Contact Number:

Length of Employment:

## INCOME

Net Income From Employment: \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Centrelink: Payment Type \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Other income Source(s): \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly

## SELF EMPLOYMENT DETAILS

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
Position Held:	ABN:

## PROFESSIONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email	Phone:

## PERSONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email:	Phone:

## PERSONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email:	Phone:

## Supporting Documents :

Provide 100 points of Identification photocopied and attached to this application.

Essential	Bank Statement - showing available funds
Essential	2 x Current Payslips/Centrelink Statement
30pts	Drivers Licence / 18+ Card
20pts	Previous 2 rent receipts
20pts	Previous Tenancy Ledger
20pts	Medicare Card
20pts	Debit/Credit Card
20pts	Other Photo Id or Birth Certificate
20pts	Utility Bill (with your current address)

## Payment Declaration

I, the applicant hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be approved, I acknowledge that I will be required to pay the following amount;

Rent Amount: Two weeks rent in advance

Rental Bond: Equivalent to 4 weeks rent

## PRIVACY POLICY

MACLEAN LOCAL REAL ESTATE PTY LTD Trading As Maclean Local Real Estate is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Maclean Local Real Estate and I authorise Maclean Local Real Estate and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Maclean Local Real Estate may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:

a. The landlord may use:

NTD 1300 563 826 ntd.net.au  
TICA 1902 220 346 tica.com.au  
RPDATA 1300 734 318 rpdata.com  
BARCLAY MIS 1300 883 916 barclaysmis.com.au  
TRA 02 9363 9244 tradingreference.com

b. You may contact an RTD about personal information held about you by using the contact details provided above.

4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.

5. Personal information collected about me to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Print Name:

Sign:

Date: