

# Tenancy Application Form

For your application to be processed you must answer all questions



**A. AGENT DETAILS**

**ONE VISION REALTY GROUP**  
324 William Street  
KINGSGROVE NSW 2088  
Phone: 02 9718 8919  
Email: admin@ovrgroup.com.au

**B. PROPERTY DETAILS**

1. What is the address of the property you would like to rent?  
  
 Postcode

2. Preferred move in date?  
 Day  Month  Year

3. Lease term?  
 Years  Months

4. Property rental  
\$  per week OR \$  per month

5. How many people will normally occupy the property?  
 Adults  Children, Ages: \_\_\_\_\_

**C. PERSONAL DETAILS**

6. Please provide your personal details

Mr  Ms  Miss  Mrs  Other

Surname  Given name/s

Date of Birth  Driver's license number

Driver's license expiry date  Driver's license state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

7. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

8. What is your current address?  
  
 Postcode

**D. UTILITY CONNECTIONS**

**myconnect®**  
a really smart move

**MyConnect will call you to arrange free connection of your required utilities**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

**Yes, Please Contact Me**  **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:  
Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

**OR Tick here to opt out**

**E. DISCLAIMER/AUTHORITY**

I hereby offer to rent the property from the owner under a 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 owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:  
(a) The owner or the Agent of my current or previous residence;  
(b) My personal referees and employer/s;  
(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;  
I am aware that I may access my personal information by contacting -  
•NTD: 1300 563 826  
•TICA: 1902 220 346  
•TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:  
(a) communicate with the owner and select a tenant  
(b) prepare lease/tenancy documents  
(c) allow tradespeople or equivalent organisations to contact me  
(d) lodge/claim/transfer to/from a Bond Authority  
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(f) refer to collection agents/lawyers (where applicable)  
(g) complete a credit check with Tenancy Databases

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

**Signature**  **Date**

**X**

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

		Years			Months
--	--	-------	--	--	--------

Reason for leaving this address?


**10. Please tell us about this rented property**

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly rent paid

\$

--

**11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?**

		Years			Months
--	--	-------	--	--	--------

**13. Please give us further information about this rented property**

Name of landlord or agent

--

Landlord / Agent's phone no.

--

Weekly rent paid

\$

--

Was bond refunded in full?

If not why not?

YES

NO

--

**G. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

--

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

--

Employer's name (inc. accountant if self-employed or institution if a student)

--

Employer's address

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Postcode

--

Contact name

Phone no.

--

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Length of employment

		Years			Months		\$		Net Income
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**If studying;**

What course are you studying?

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Length of course?

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**You must answer the following questions:**

Have you ever been evicted from a property?

YES NO 

Are you in debt to another landlord or agent?

YES NO **H. CONTACTS / REFERENCES****15. Please provide a contact in case of emergency**

Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

**16. Please provide two personal references (not related to you)**

1. Surname

Given name/s

--

Relationship to you

Phone no.

--

--

2. Surname

Given name/s

--

Relationship to you

Phone no.

--

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**I. OTHER INFORMATION****17. Car Registration**

Make/Type

--

**18. Please provide details of any pets**

Breed/Type

Inside/Outside

Council registration/number

--

**19. Interpreter Service Required?**

Yes

No

If Yes, which language?

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**J. 100 POINTS OF IDENTIFICATION REQUIRED****PLEASE NOTE:**

At least one form of photo ID listed below must be provided  
Your application may be declined if the supporting  
documentation criteria is insufficient.

<b>Drivers Licence*</b>	<b>40 Points</b>
<b>Passport*</b>	<b>40 Points</b>
<b>Birth Certificate</b>	<b>30 Points</b>
<b>Other Photo ID with Address</b>	<b>30 Points</b>
<b>4 Current Wage Advice</b>	<b>20 Points</b>
<b>Previous Landlord Reference</b>	<b>20 Points</b>
<b>Previous 4 Rent Receipts or Tenant</b>	<b>20 Points</b>
<b>Ledger Employment Reference on</b>	<b>20 Points</b>
<b>Letterhead Motor Vehicle Registration</b>	<b>10 Points</b>
<b>Bank Statement</b>	<b>10 Points</b>
<b>Utility Account</b>	<b>10 Points</b>

**K. COMMENTS**

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