



## WHAT YOU NEED TO COMPLETE A RESIDENTIAL TENANCY APPLICATION

Before any application will be considered, each applicant **MUST** achieve a minimum of **120** check points including Photo ID and evidence of income.

Drivers licence / proof of age	# 40 points
Bank statements	# 40 points
Passport	# 40 points
Last 4 pay slips	# 40 points
Last 4 rent slips/Tenant ledger	# 30 points
Ref from previous I/I agent	# 30 points
Bankcard / Medicare	# 30 points
Copy of birth certificate	# 30 points
Invoice with your current address	# 25 points
Letter of employment	# 25 points
Student ID	# 10 points

**A minimum of one photo identification is required upon application**

SHOULD YOU NOT BE ABLE TO MEET THE 120 CHECK POINTS, PLEASE SPEAK TO THE **PROPERTY MANAGER**.

ALL TENANCY APPLICATIONS ARE REFERRED TO **TICA** AND/OR **TRA** FOR CONFIRMATION OF DETAIL SUPPLIED.

IN ADDITION PLEASE COMPLETE A **SEPARATE APPLICATION** FORM AND PROVIDE REFERENCE FOR EACH PERSON OVER THE AGE OF **18+** THAT WILL BE LIVING IN THE PROPERTY.

YOU ARE RESPONSIBLE TO ARRANGE THE **CHANGE OF DETAILS** FOR FACILITIES SUCH AS ELECTRICITY, GAS, WATER AND TELEPHONE.

TO ENSURE A QUICKER APPLICATION PROCESS, PLEASE MAKE SURE YOUR REFERENCES ARE PHOTOCOPIED PRIOR TO HANDING IN YOUR APPLICATION

YOU AGREE THAT SHOULD YOU BE SUCCESSFUL IN YOUR APPLICATION THAT YOU WILL ACCEPT THE PROPERTY IN THE STATE IT WAS IN DURING THE OPEN HOUSE INSPECTION. IF YOU HAVE ANY PROBLEMS WITH THE PROPERTY YOU MUST NOTIFY THE PROPERTY MANAGER WHEN SUBMITTING YOUR APPLICATION. NO CHANGES, ALTERATIONS, ADDITIONS OR CLEANING WILL BE CARRIED OUT TO THE PROPERTY AFTER YOU HAVE BEEN ACCEPTED FOR THE PROPERTY!

**G.02 / 29-31 Lexington Drive, Bella Vista**

**Phone : 02 8806 3413**

**Fax: 02 8806 3414**

**Email: [apply@reston.com.au](mailto:apply@reston.com.au)**

**Website: [www.reston.com.au](http://www.reston.com.au)**

**Note: Applications must be handed into our office, emailed or faxed**

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



## A. AGENT DETAILS

**Reston Real Estate Pty Ltd**

**Address:** G.02/29-31 Lexington Drive, Bella Vista NSW 2153  
**Phone Number:** (02) 8806 3413  
**Fax Number:** (02) 8806 3414  
**Email Address:** rentals@reston.com.au  
**Website:** www.reston.com.au

**Property Manager**

## B. PROPERTY DETAILS

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

Postcode

**2. Lease commencement date?**

Day  Month  Year

**3. Lease term?**

Years  Months

**4. How many tenants will occupy the property?**

Adults  Children  Ages of Children

## C. PERSONAL DETAILS

**5. Please give us your details**

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

**6. Please provide your contact details**

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

**7. What is your current address?**

Postcode

**8. How did you find out about this property?**

- Rent.com.au  Domain.com.au  Realestate.com.au  
 Office  Reston.com.au  Sign Board at property  
 Referral  Other (specify)

## D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity  
Gas  
Phone  
Internet  
Pay TV  
Cleaners  
Insurance  
Removalist  
Truck or van hire



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

## E. DECLARATION - MUST BE SIGNED!

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:

- The owner or the Agent of my current or previous residence;
  - My personal referees and employer/s;
  - 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)
- transfer water account details into my name

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

**YOU MUST SIGN HERE! ⇨**

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

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

**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid


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


Postcode

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

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

**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid



Was bond refunded in full?

If not why not?


**G. EMPLOYMENT HISTORY****15. 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 student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

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

**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

Net Income

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

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**18. Please provide 2 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.


**I. OTHER INFORMATION****19. Car Registration**

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

Breed/type

Council registration / number

1.
2.

1.
2.

**J. PAYMENT DETAILS****Property Rental**
 \$ per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
and(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent****Date**


**Signature of Applicant****Date**

**DECLARATION TO RESTON REAL ESTATE**

I, \_\_\_\_\_ (name),

hereby wish to apply for the rental property at

\_\_\_\_\_ (address),

for the rental amount of \$ \_\_\_\_\_ per week,

that I have inspected on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_.

I understand that, (tick one box only)

The property will be supplied exactly as per my inspection and that no further cleaning or modifications will be made to the property. I am happy to accept the property in its current state.

**Or**

I do not accept the property in its current state and I request the following cleaning and/or modifications to be carried out to the property if I am the successful applicant,

---

---

---

---

---

---

---

---

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_