

Property Details

Property you are applying for?

Lease Commencement Date?
 Day Month Year

Lease Term?
 6 months 12 months

How many tenants will occupy the property?
 Adults Children Ages

Do you smoke? Y / N

Personal Details

Mr Ms Miss Mrs Other
 Given Names Surname

Driver's Licence No. D/Licence Expiry Date

Passport No. Passport Country

Work Telephone Mobile Telephone

Home Telephone Date of Birth

Email Address

What is your current home address?

Privacy Policy

Russell Agencies Pty Ltd is committed to ensuring the confidentiality & privacy of our customer's personal information. In relation to managing personal information, Russell Agencies Pty Ltd abides by the National Privacy Principles contained in the Privacy Act.

For the purpose of assisting you with renting a property for you or to you, we collect & record your personal information to register your contact and property details, maintain our customer rental databases & to administer & invoice accounts. If you do not provide us with your personal details, we may not be able to provide our services to you. If you require further information, or wish to access, update or correct your personal information, please advise as soon as possible.

Signed Date

Employment History

Please provide your employment details
 What is your occupation?

Full Time Part Time Casual
 Employers Name

Employers Address

Contact Name Telephone

Length of Employment

2nd Employers Name

Employers Address

Contact Name Telephone

Length of Employment

Contacts & References

Please provide a contact in case of an emergency
 First Name Surname
 Relationship to you Telephone No.

Please provide two personal references (not related to you)
 First Name Surname
 Relationship to you Telephone No.

First Name Surname
 Relationship to you Telephone No.

100 POINTS ID MUST BE PROVIDED WITH THIS APPLICATION FOR IT TO BE PROCESSED:

- Mandatory ID** – (50 points each)
 Drivers License / Current Passport / Birth Certificate
- Supporting ID** – (20 points)
 Student Card / Medicare Card / Rental Receipts
 Social Security Card / Electricity & Gas Accounts
 Phone Accounts / Land or Water Rates

Application History

Given Names

Surname

Current Address

How long have you lived at your current address?

Years

Months

Why are you leaving this address?

Landlord/Agent details of this property

Telephone No.

Weekly Rent Paid

\$

What happens after you apply to rent through us?

- Provided sufficient ID has been made available we will then check & confirm all details you have provided.
- The Property Manager & the Property Owner will then evaluate each application on it's merits.
- A reservation fee of One Weeks rent will be required to remove the property from the availability list if the lease documents are not being signed straight away. This amount forms part of the monies. The successful applicant will then sign the lease documents & pay appropriate monies. In the event that a reservation fee has been paid & a tenant is unable to proceed, NB. The reservation fee may not be refunded.
- The time taken to approve an application varies; usually we will process in 2 working days. However, some delays may be experienced if the Property Owners cannot be contacted.
- Telephone, Gas & Electricity connections are the tenant's responsibility. Russell Agencies Pty Ltd or the Property Owners take no responsibility for the status supply.

Your first payment with us will be required when you attend our office for the lease signing appointment.

Please make 2 cheques: Payment is to by way of Building Society / Bank Cheque / Money Order

NB: We do not accept personal cheques or cash over our counter

1. Payable to Russell Agencies Trust for the total of: 2 Weeks rent plus \$15 Lease preparation fee less any Reservation fee paid
2. Payable to Rental Bond Board
4 weeks rent if unfurnished or 6 weeks rent if furnished

Declaration by Applicant

- I, the applicant, hereby agree:
- That the above information is true and correct;
- That I have physically inspected the property;
- That I am financially able to meet all commitments under the Residential Tenancy Agreement;
- That Russell Agencies Pty Ltd may check all references & make any enquiries that they feel necessary;
- That I have not declared bankruptcy;
- That information given herewith may be placed on our rental system for the purposes of managing the property applied for & details given herein to tradespeople or people associated in the management of the property for Russell Agencies Pty Ltd
- That information given in this application may be used to verify with any tenancy databases or agent reference checks
- Than if in course of our approved tenancy there is a default or breach of the lease, information given in the application may be placed on a tenancy database (i.e. TICA or similar)
- That permission is given for any information given now, or created through the history of tenancy with Russell Agencies Pty Ltd may be passed on as a rental reference at a later date.
- That information contained herein can be passed onto a debt collector or court of law, if payment of monies owing is required.

If you answer YES to any of the following questions, please provide an explanation

- 1) Have any civil judgements been entered against you for the collection of a debt in the past 10 yrs? Y / N
 - 2) Have you ever been evicted or have you ever refused to pay rent for any reason? Y / N
 - 3) Do you have any pets? (Please supply type, size, age & references for responsible pet ownership) Y / N
- I do not have a pet but intend to get one (Please supply type, size, age & references for responsible pet ownership)

I understand that I am required to have:

- a) reference made to the Landlord giving permission for a pet at the property in Lease Agreement
- b) or if not mentioned in the lease, a letter stating that I have permission to keep an animal at the premises from Russell Agencies Pty Ltd, before I purchase a pet.

DETAILS ON QUESTION No. ___ and / or I have attached a letter

During your Tenancy with Russell Agencies Pty Ltd I accept that Payment Receipts & Inspection Notices will be sent via Email & will update address as necessary.

Signed

Date

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Previous Real Estate Agency Use Only

Tenancy Commencement Date: _____

Rental Amount paid per week: _____

Any arrears problems Y / N Details of Problems: _____

Any Termination Notices issued: Y / N Number: _____ Reason Issue Arrears/ Breach / No Grounds / Other

Details if other: _____

Routine Inspections: Excellent / Average / Fair / Poor Did they have pets? Y / N Type _____

Would you lease to tenants again? Y / N If Not, Why not? _____

Rental Ledger available: Y / N

Ledger forwarded with this form: Y / N

Comments: _____

Completed by: _____

Job Title: _____

Thank you for your assistance

Phone 02 - 4947 8088 Fax 02 - 4947 8099

Ceased / Due to Expire: _____

Current Rent paid to: _____