

# Residential Application Form

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

## A. AGENT DETAILS

### City Beach Properties

**Office:** Level 1, 40/12 Bank St, Wollongong NSW 2500

**Phone:** (02) 4228 8400

**Fax:** (02) 4228 8499

**Web:** citybeachproperties.com

**Email:** reception@citybeachproperties.com

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.

Email address

### 7. How did you find out about this property?

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

## D. UTILITY CONNECTIONS

**myconnect**<sup>®</sup>  
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. DECLARATION

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

**F. APPLICANT HISTORY****8. What is your current address?**

Postcode

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

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

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

Name of landlord or agent

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Landlord/agent's phone no.

Weekly Rent Paid

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

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

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

Name of landlord or agent

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Landlord/agent's phone no.

Weekly Rent Paid

	\$	
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Was bond refunded in full?

If not why not?

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**Please answer the following questions:****Yes No**

Have you ever been evicted by any landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you ever been refused another property due to reasons beyond your control?

<input type="checkbox"/>	<input type="checkbox"/>
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Are you in debit to another landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there any reason that would affect your rent payment?

<input type="checkbox"/>	<input type="checkbox"/>
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**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

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

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Employer's address

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Postcode

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Contact name

Phone no.

--	--

Length of employment

Net Income

	Years		Months	\$
--	-------	--	--------	----

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

Occupation?

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Employer's name

--

Length of employment

Net Income

	Years		Months	\$
--	-------	--	--------	----

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

Surname

Given name/s

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Relationship to you

Phone no.

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**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

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--

Relationship to you

Phone no.

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2. Surname

Given name/s

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--

Relationship to you

Phone no.

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

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

Breed/type

Council registration / number

1.
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2.
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**21. Are you a smoker?** Yes  No**J. REQUIRED SUPPORTING DOCUMENTS****IMPORTANT - We require the following documentation to process your application.***If the below is not received we will NOT process your application.***You must provide at least ONE of the below listed items:**

- Driver's Licence
- Passport
- Proof of Age Card

**You must provide ALL of the below listed items if applicable:**

- Current Bank Statement - 3 month history of transactions
- 2 x Recent Pay Slips
- Medicare Card
- Last Tax Return (if self-employed)
- Centrelink Statement (if unemployed/student)
- Letter of Employment (if just started a new position)
- Council Rates (if you own the property you currently live in)

**K. HOLDING FEE**

HOLDING FEE

(equivalent to 1 weeks rent)

\$	
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It is hereby acknowledged:

1. That the Applicant is to pay within 24 hours of being accepted for a property, an amount representing the equivalent of **one week's rent** as a Holding Fee.

2. That should the Applicant refuse, decline or withdraw from entering into a Residential Tenancy Agreement after being approved by the Landlord and paying the Holding Fee, then the Landlord will retain the Holding fee.

3. If a Residential Tenancy Agreement is entered into, the holding fee is to be contributed towards rent for the premises.

**Applicant Signature****Date**

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