

A modern bedroom interior featuring a bed with dark green bedding, two framed artworks on the wall, and a large window with a black frame and a glass partition. The room has a wooden floor and a white wall with a long, horizontal vent near the ceiling.

VP

VEGA | PROPERTY
EMPORIUM

*Tenancy Application
Form*



Tenancy Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

Identification

You will need to provide two of the following:

- Drivers License
- Passport
- Another form of photo identification

Tenant History

If you have rented previously we will require:

- Tenant ledger – issued by your existing managing agent or if you have a private agreement a letter is required stating the term of residency and the weekly rental amount.

If you currently own your own property we will require:

- Recent water and council rates notice

Proof of current address

Please provide one of the following.

- Bank statement
- Electricity, gas or telephone bill

Proof of income

Please provide one of the following.

- Three current pay slips
- A letter from your employer stating income position and length of employment
- A letter from your accountant if self employed

If unemployed, we will require:

- Full Centrelink statement

References

For each applicant we will require two professional references

- Professional reference one
- Professional reference two

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

Bond and Ongoing Rental Payments

The security bond must be paid on or before the lease commencement date and is to be in the form of a bank cheque or money order, payable to the Residential Tenancies Bond Authority (RTBA). Alternatively ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond. Ongoing rent is to be paid via bank cheque, money order, DEFT or eftpos in the office.

Confirmation Approval

I confirm that I or one of the attached applicants have inspected the property on

I confirm that I have attached all of the required information for my application to be processed.

I confirm that I have read and understood all the terms, conditions and declarations within this application and that all information provided is true and correct.

I confirm and understand that initial payments must be made by Bank Cheque or Money Order within 24 hours after approval of application. No Personal Cheques will be accepted and that the keys to the property will not be handed over until the lease agreement has been signed by all applicants and the bond is paid in full.

I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.

Applicant's Full Name:

Applicant's Signature:

Date:



For your application to be processed you must answer all questions.

A. Agent Details

Vega Property Emporium
Office Address: Level 3, 63/89-97 Jones Street,
Ultimo NSW 2007
Phone: (02) 9182 0908
Email: rentalvegapropertyemporium.com

Property Manager:

B. Property Details

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

Postcode

2. Preferred move in date

Date Month
Date

3. Length of lease

4. Rent

\$ per: Week Month

5. How many tenants will occupy the property?

Adults Children Ages (Children)

C. Personal Details

6. Details

Mr Mrs Miss Ms Other

Surname

Given Names

Date of Birth

Drivers License Number State Expiry Date

7. Please provide your contact details

Email

Mobile Phone

Home Phone Work Phone

Preferred Contact Method
 Email Phone SMS Mobile

Have you viewed the property? Yes No
Are you a smoker? Yes No
Do you have any pets? Yes No

If yes, please provide details of pet(s) - Number/breed/type

D. Applicant History

8. What is your current address?

Postcode

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

10. Why are you leaving your current address?

11. What is the name of your current landlord or agent?

Agent Weekly Rental Amount
Phone Number Email

12. What was your previous residential address?

Postcode

13. How long did you live at your previous address?

14. What was the name of your previous landlord or agent?

Agent
Phone Number Weekly Rental Amount

Was the bond refunded? Yes No

If not, why?

E. Employment History

15. What is your occupation?

Employment Status: FT PT Casual
Employers business name (inc. accountant if self-employed or institution if student)

Employers address

Postcode

Contact Name Phone Number

Length of employment Years Months Net income per week \$



For your application to be processed you must answer all questions.

16. Please provide your previous employment details
What is your occupation?

Were you employed: FT PT Casual

Employers business name (inc. accountant if self-employed or institution if student)

Contact Name

Phone Number

Length of employment

Net income per week

Years

Months

F. Contacts / References

17. Please provide one contact in case of emergency

Surname

Given Name

Relationship to you

Contact Number

18. Please provide two professional references (not related to you)

Surname

Given Name

Relationship to you

Contact Number

Surname

Given Name

Relationship to you

Contact Number

G. Identification

100 Points of identification is required in order to process your application.

MUST PROVIDE:

- Drivers Licence/Passport 40 points
- Evidence of income 20 points
- Other photo ID 40 points
- Current utility bills 30 points
- Bank Statement 20 points
- Medicare/Bank card 20 points
- Centrelink Statement 20 points
- Ledger or Water & Council Rates 10 points
- Concession/Pension card 10 points
- Mobile phone bill

Total points provided

Once your application is approved, you are required to pay 1 week rent as a holding deposit immediately for us to take the property off the market. The initial holding deposit will go towards to the bonds after the tenancy agreement has been signed.

Account Name: Vega Property Emporium
BSB: 032-060
Account Number: 558678
Reference: Your First and Last Name

H. Declaration

I hereby offer to rent the property from the owner under 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 Landlord/Owner. I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorize the Agent to obtain personal information about me from:

- a. The owner or the Agent of my current or previous residence.
- b. My personal referees for this application and current and past employer/s
- c. Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents / landlord of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information within the application in order to:

- a. Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- b. Communicate with the owner and select a tenant.
- c. Prepare lease/tenancy documents.
- d. Allow tradespeople or equivalent organizations to contact me.
- e. Lodge / claim / transfer to/from a Bond Authority.
- f. Refer to tribunals / Courts and Statutory Authorities where applicable.
- g. Refer to collection agents / lawyers where applicable.
- h. Complete a credit check with NTD, TICA or TRA. If you wish to view or alter your records, please contact:
NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244
- i. Transfer water account details into my name.

I am aware that if the 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.

Applicant's Full Name:

Applicant's Signature:

Date:



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