

# Residential Application Form

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



## A. AGENT DETAILS

### CJ Hills Real Estate

**Address:** PO Box 396  
Willoughby NSW 2068

**Phone Number:** (02) 9944 6261

**Email Address:** colin@cjhills.com.au

**Web:** www.cjhills.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?

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

Application sent to Direct Connect (if Required)

## D. UTILITY CONNECTIONS

FREE Utility connection service provided by:

**EnergyQuotes.com.au**

Connecting Your Utilities the Fast, Free & Easy Way

If you wish for Energy Quotes to contact you for a confidential discussion on the connection of any of the following services (Electricity, Gas, Pay TV, Phone & Internet) please tick the below box and a representative will make all reasonable efforts to contact you within 24 hours (business days) of receiving this application to explain the details of the services available to you for FREE and with no obligation. If necessary you can contact us on our company details below.

9. CONTACT ME REGARDING CONNECTIONS:  (tick box)

P: 1300 697 868

W: [www.energyquotes.com.au](http://www.energyquotes.com.au)

F: 03 8370 1400

E: [enquiries@energyquotes.com.au](mailto:enquiries@energyquotes.com.au)

**Declaration:** I consent to the disclosure of this page for the purpose of enabling Energy Quotes Pty. Ltd. A.C.N. 155 739 441 to offer the connection and disconnection services to me. Where Energy Quotes is requested to arrange for the provision of the services, I consent to Energy Quotes disclosing personal information it collects about me to utility service providers for the purpose of and to obtain confirmation of the connection or disconnection. I consent to Energy Quotes disclosing confirmation details (including NMI, MIRN, and above information) to the Agent. I authorise Energy Quotes to contact me via these means even if the telephone numbers supplied are listed on the 'Do Not Call Register'. I acknowledge that the agent, its employees may receive a fee/benefit in relation to the connection of a utility service. I acknowledge that neither Energy Quotes nor Agent accepts any responsibility for: any delay in or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. This is independent of your Real Estate agency and there is no obligation to use Energy Quotes. This is a FREE service, however standard service provider connection fees and charges still apply.

**Privacy policy:** We respect our customer's privacy. Under the Privacy Act you have the right to access our records of your information. We will not release any of your personal information to any third party other than for the purposes outlined above of connecting the nominated utility and additional services, unless required under law or government order.

Signature

Date

## 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 NTD (National Tenancies Database)
- (h) 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

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

		Years			Months
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**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
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**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

		Years			Months
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Net Income

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

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

		Years			Months
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Net Income

**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


**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**