

RESIDENTIAL TENANCY APPLICATION Page 1 of 2

BIRCH LANG AND COMPANY PROPERTY MANAGEMENT ABN 801 4686 1289

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IMPORTANT

One application form must be filled out by each adult planning to live in the property

Should you have any questions whilst completing the form, please contact our office on 61 2 9699 6234

You are required to provide legible photocopies or scans of the following documents:

- **Photo Identification** preferably Drivers License or Passport
- **Medicare Card**
- **Rental Ledger or Rental Receipts** from your current managing agent or landlord showing a history of your rental payments
- **If You Are a Property Owner** provide a copy of council and water rates for the property you own
- **If You Are Selling Property** provide a copy of council and water rates and the selling agents details
- **Two Accounts Showing Your Current Address** eg. Phone/mobile, electricity, credit card, bank account, rates notice
- **Evidence of Income** such as a pay slip or a letter from your employer. If self employed, a letter from your accountant or your last tax return. If unemployed a letter from the Department of Social Security confirming your payments
- **References** in the form of a written rental reference and any other written references

Property Details

Rental Property Address _____
Rent \$ _____ p/w Bond \$ _____
Lease Period _____ months Commencement Date ____/____/____
No. of Occupants _____ (Include ages of persons under 18 years)
No. of and Types of Pet/s _____

Your Details

Full Name _____ Sex M/F _____ Date of Birth ____/____/____
Identification _____ Passport No _____ Drivers Lic No _____ Car Rego _____
Home Contact _____ Tel _____ Mobile _____
Email _____
Work Contact _____ Tel _____ Mobile _____
Email _____
Bank Details _____ Account Name _____ Bank _____
Account Number _____ BSB _____
Pension _____ Pension Number _____ Pension Type _____

Your Current Address _____
Period Of Occupancy _____ Rent Paid \$ _____ per week
Reason for Leaving _____
Agent/Owner _____ Tel _____

Your Previous Address _____
Period Of Occupancy _____ Rent Paid \$ _____ per week
Reason for Leaving _____
Lessor/Agent _____ Tel _____

Occupation & Employer _____ Position _____
Contact _____ Tel _____ Salary \$ _____ pw/pm/pa
Address _____ Period of Employment _____
Previous Employer _____ Tel _____
Accountant Name _____ Tel _____

Personal References

Name _____ Tel _____ Relationship _____
Name _____ Tel _____ Relationship _____
Contact in Case of Emergency
Name _____ Tel _____ Relationship _____



**BIRCH LANG
& COMPANY**

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RENT PAYMENT METHOD - DIRECT DEBIT

- Direct Debit from your bank account (In the event of a default in payment - a dishonour fee will apply)
- Upon signing your lease, you will need to bring your bank account details with you for the direct debit form, which will be kept confidentially on file
- **IMPORTANT NOTE:** RENTAL PAYMENTS \$300.00p/w (OR GREATER) ARE TO BE PAID FORTNIGHTLY AND IN ADVANCE
- THE PAYMENT WHEN SIGNING YOUR LEASE IS TO BE PAID BY WAY OF: BANK CHEQUE OR MONEY ORDER ONLY
- CASH PAYMENTS OF RENT WILL NOT BE ACCEPTED BY BIRCH LANG & COMPANY

REQUEST FOR RENTAL LEDGER/PROOF OF INCOME

I _____ (Applicants name)
 of _____ (Current Address)
 Request that _____ (Current/Previous
 Agent/ Accountant)
 Provide Birch Lang & Company a copy of my rental history ledger/confirmation of financial details in support of my residential tenancy application for _____ (Property You Are Applying For)

COLLECTION OF INFORMATION - PRIVACY ACT

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the agreement that fact and other relevant personal information collected the Applicant fails to comply with their obligations under the agreement that fact and other relevant personal information collected about the Applicant during the course of tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

I hereby acknowledge and accept the terms and conditions contained herein

_____ Signature of Applicant _____ Witness _____ Date _____ Time

PLEASE READ & SIGN THIS SECTION WHEN RESERVATION FEE IS ACCEPTED

Reservation Fee and Acknowledgment of Reservation Conditions

- I hereby acknowledge:
- That the Applicant has paid a Reservation Fee of \$ _____ equivalent to _____ days rent to reserve the premises in favour of the Applicant for a period of _____ days (calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent)
 - That during this period the premises will not be reserved in favour of any other Applicant nor will a reservation fee be received from any other Applicant. That should the Owner decline this application the Reservation Fee will refunded to the Applicant in full
 - That should the Owner accept this application the Reservation Fee will be paid towards the rent on the premises
 - That should the Applicant decide not to proceed the Owner may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the Applicant on a pro rata basis
 - The Applicant has inspected the property and accepts the property with the facilities provided

_____ Signature of Applicant _____ Witness _____ Date _____ Time

