

APPLICATION FOR TENANCY FORM

Thank you for considering to lease a rental property listed with reuben real estate. We hope that the application process and the transition into your next home goes as smoothly as possible. The next step in making this move begins here.

Please read and complete the following pages on this application form carefully. Please write clearly in block letters. Our office cannot accept your application for processing unless all the following information and necessary documentation is provided with your application. Each page of this application form is numbered and the application form may be printed on both sides. Please ensure at the time of submitting your application that all pages are present and completed.

It is a requirement that all applicants intending to reside at the property complete and submit a separate application form at the same time for your application to be considered.

Please submit this form together with the required copies of supporting documentation within 48 hours of viewing property to avoid disappointment in missing out on the opportunity to lease the property.

Should you require clarification regarding any aspect of this application form, you may contact our office.

DECLARATION OF INSPECTION

I _____ have inspected the property available for rent at the following address,
(your name)

_____ on _____ at _____
(rental property address inspected) (DD/MM/YYYY) (time)

Signature

Date

Proof of identification required: – a minimum of 100 points of ID is required

(please attach certified copies as proof of identification for items marked with an astrick *)

Drivers Licence*	30	Previous Tenancy Reference	20
Passport*	30	Motor Vehicle Registration Certificate	20
Other Photo ID*	30	Bank Statement (showing wages)	20
Medicare or Health Care Card*	20	Current Centrelink Statement	20
Current Tenant Ledger	20	Utilities Account (Phone, Electricity or Gas)	10
Current Wage Payslip	20	Council Rates Notice (homeowner)	10
Accountant's Letter (self-employed)	20	Most recent Group Certificate	10

Proof of income required: please provide copies of three (3) of your most recent payslips and a signed letter from your employer confirming your employment, commencement date of your employment and annual or weekly salary or wage and if applicable a copy of your most recent Centrelink Statement.

IMPORATNT NOTE: All required documents must be provided in a PDF copy. Screen captures will not be accepted and will be rejected. Documents that are submitted and are not of clear imagery will not be accepted and will be rejected.

APPLICATION FOR TENANCY FORM

Applicants are advised that all sections of this application form are to be completed. Incomplete application forms will not be processed by our office. Where there will be more than one applicant named on the lease, a further additional application form/s for each applicant is required to be submitted for processing at the same time.

PROPERTY DETAILS

Address of Property: _____

Proposed Lease Commencement Date: _____
(DD/MM/YYYY)

Lease Term:

☐ 6 months, ☐ 1 year, ☐ 2 years, ☐ 3 years.

OCCUPANT DETAILS

No. of adult persons occupying the property: _____ No. of children to reside at property: _____

Do you own any pets that will be kept at the property? ☐ Yes ☐ No

If Yes, you are required to complete an application to keep a pet in a rental property form.

PERSONAL APPLICANT DETAILS

Given Name(s): _____

Surname: _____

Current residential address: _____

Date of Birth: _____ Work Phone: _____ Mobile: _____

Email: _____

Drivers Licence No: _____ Licence Expiry: _____ Drivers Licence State: _____

Passport No: _____ Passport Expiry: _____ Passport Country: _____

Medicare Card No: _____ Reference No: _____ Card Colour: _____

Medicare Expiry Date: _____

NEXT OF KIN / EMERGENCY CONTACT (a person not residing at the property)

First Name: _____ Surname: _____

Relationship: _____ Mobile: _____

CURRENT TENANCY HISTORY

Name of present Landlord or Agent: _____

Mobile: _____ Email: _____

Length of time at current address: _____ Current weekly rent paid \$ _____

Reason for leaving: _____

Please attach your current and up to date tenant ledger

PREVIOUS TENANCY HISTORY (if applicable)

Previous Address: _____

Name of previous Landlord or Agent: _____

Mobile: _____ Email: _____

Length of time at current address: _____ Weekly rent paid \$ _____

Reason for leaving: _____

Please attach your up to date tenant ledger during this tenancy

HOME OWNERSHIP (if no previous rental history)

Address: _____

Length of time at current address: _____

Name of Agency: _____

Name of Selling Agent: _____

Work Phone: _____ Mobile: _____

Email: _____

Reason for sale: _____

CURRENT TENANCY | LIVING WITH PARENTS (if applicable)

Address: _____

Length of time at current address: _____

CURRENT EMPLOYMENT

Occupation: _____ Employment Status: _____

Employer: _____

Employers Address: _____

Contact Name: _____ Phone: _____

Email: _____

Length of Employment: _____ Net weekly income \$ _____

Please attach your last 3 payslips with this application

PREVIOUS EMPLOYMENT DETAILS

Occupation: _____ Employment Status: _____

Employer: _____

Employers Address: _____

Contact Name: _____ Phone: _____

Email: _____

Length of Employment: _____ Net weekly income \$ _____

SELF EMPLOYMENT DETAILS (if applicable)

Company Name: _____
 Business Type: _____
 Business Address: _____
 Position Held: _____ ABN: _____
 Accountant Name: _____ Phone: _____
 Email: _____

Please attach your accountant's letter and last two tax returns with this application

REFEREES

Business Referee

Contact Name: _____ Relationship: _____
 Mobile: _____ Email: _____

Personal Referee

Contact Name: _____ Relationship: _____
 Mobile: _____ Email: _____

Have any of your previous tenancies been terminated? ☐ Yes ☐ No
 Has a previous landlord or agent made claim on a bond held? ☐ Yes ☐ No
 Are you in debt to another landlord or agent? ☐ Yes ☐ No
 Have you been called to any NCAT or Tribunal Hearing for any previous tenancy? ☐ Yes ☐ No
 Is there an existing or known reason that may affect your rental payments? ☐ Yes ☐ No
 If yes, please provide details: _____

INSPECTION

During my inspection of this property, I have found the Premises to be in a reasonably clean condition and state of repair at which I am satisfied.

☐ Yes ☐ No

If no, I believe that the following cleaning, maintenance or repair items should be attended to prior to the commencement of my tenancy. I understand that this request is subject to the Landlords approval.

Signature

Date

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the *Residential Tenancies Act 2010* (NSW), it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee equivalent to 1 week's rent to hold the Premises in favour of the Applicant for a period of 7 days.

- i. If the Applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant in writing) unless the tenant notifies the Landlord in writing, that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
- ii. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
- iii. A holding fee must not be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Agent.
- iv. If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards the rent.
- v. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises.

DECLARATIONS AND UNDERTAKINGS

Have you made an application for accommodation in any social housing premises, as defined in the *Residential Tenancies Act 2010* (NSW) or aged care facility? ☐ Yes ☐ No

If Yes, date application made _____
(DD/MM/YYYY)

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above-mentioned Premises and wish to take a tenancy for such Premises for a period as indicated in my application, at a rental of \$_____ per week and I declare that the rental to be paid is within my means. I undertake to pay the rental bond, equivalent to 4 weeks rent as requested upon the signing of a Residential Tenancy Agreement.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that the telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and the tenant history references.

APPLICANT

_____	_____	_____
Applicant's Name	Signature	Date
AGENT		
_____	_____	_____
Agent's Name	Signature	Date

APPLICATION FOR TENANCY FORM

PRIVACY STATEMENT

reuben real estate Pty Ltd, t/as reuben real estate (A.C.N. 614 210 043) (**we, us, our**) is committed to complying with its obligations under the Privacy Act 1988 (Cth) (the **Act**), including the Australian Privacy Principles (**APPs**).

Why We Collect Your Personal Information

We collect your information to:

- Process and assess your tenancy application.
- Verify your identity and references (e.g., employers, previous landlords).
- Manage any tenancy or lease agreement.
- Comply with legal obligations.
- Communicate about properties or services you may be interested in (with your consent).

Information we may collect: your name, contact details, date of birth, employment and rental history, household members, pets, and other application details.

How We Collect Your Information

- Directly from you (application and supporting documents).
- From referees, previous landlords, or employers (with your consent).
- From publicly available sources or service providers where necessary.

We only collect sensitive information if necessary and with your consent.

Who We May Share Your Information With

- Property owner/landlord and their agents.
- Tenancy databases (TICA, NTD, TRA) for tenancy defaults.
- Service providers (valuers, contractors, insurers, body corporates).
- Overseas recipients (e.g., property owners outside Australia; may not have equivalent privacy protections).

We take reasonable steps to protect your information and only use it as described above.

Your Privacy Choices

- You may **refuse consent** for certain uses (e.g., marketing, overseas disclosure), but this may limit our ability to process your application.
- You can **access or correct** your personal information at any time.
- You can **opt out of marketing communications** at any time.

Information Security & Retention

We protect your personal information from misuse, loss, unauthorised access, or disclosure. We destroy or de-identify information when it is no longer required.

Contact for Privacy Concerns

Privacy Officer

PO Box 6366, Rouse Hill NSW 2155 | Phone: 0409 596 706

If you are not satisfied with our response:

OAIC – Phone: 1300 363 992 | Post: GPO Box 5288, Sydney NSW 2001

PRIVACY CONSENT

I acknowledge that I have read and understood the Privacy Policy and Collection Notice provided by reuben real estate.

1. Collection from referees and previous agents

☐ I authorise reuben real estate to collect personal information about me from my current or previous landlords or agents, my employer or previous employers, and my personal or business referees, for the purpose of assessing my tenancy application and managing any resulting tenancy.

2. Tenancy database disclosure

☐ I authorise reuben real estate to disclose personal information about me, including information about any tenancy defaults, to tenancy databases to which it subscribes, including the Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA), in accordance with the Privacy Act 1988 (Cth).

3. Overseas disclosure

☐ I consent to reuben real estate disclosing my personal information to a property owner or other recipient located outside Australia, where necessary for the purpose of managing or assessing my tenancy application.

I understand that overseas recipients may not be subject to privacy laws equivalent to the Australian Privacy Principles.

4. Disclosure to service providers

☐ I consent to reuben real estate disclosing my personal information to third parties such as valuers, contractors, insurers, body corporates and other agents where reasonably necessary in connection with the management or leasing of the property.

5. Marketing

☐ I consent to reuben real estate using my personal information to send me marketing communications about properties or services.

I understand that I can opt out of marketing communications at any time.

Where consent is not provided, reuben real estate will rely on other lawful bases under the Privacy Act 1988 (Cth), where available, to collect, use or disclose personal information.

Applicant's Name

Signature

Date

RENT ARREARS POLICY

Our office is a cashless office and we strictly do not accept payment if rent in cash or keep cash on our premises. You are required to pay your rent as per the terms and conditions set out in your Residential Tenancy Agreement

Under the *Residential Tenancies Act 2010* (NSW) you are required to pay your rent by the date noted in the schedule of your lease and it must be paid on time and in advance, by the due date. Should you experience or anticipate to experience any difficulties in paying your rent; we request that you please notify our office in writing as soon as possible, so that we can be of assistance to you in finding a resolution.

Note: In accordance with this policy should you find yourself in a position of rental arrears and you have not made a genuine[^] attempt to advise our office in writing prior to falling into arrears. You can expect to receive the following forms of notification from our office, which should not be ignored and should be remedied by you with urgency.

Category	Time elapsed in arrears	Reminder notice
1 arrears	1 to 5 days in arrears	Email and/or phone call.
2 arrears	6 to 9 days in arrears	Phone call and formal letter.
3 arrears	10 to 14 days in arrears	Formal notice & preparation of termination notice.
4 arrears	15+ days in arrears	Termination Notice for the non-payment of rent or charges issued.

It is important to note that your rent payment history and in particularly any arrears can seriously affect your tenant history and future agency reference, should you wish to apply to rent future properties with us or other real estate agents.

☐ I have read and understood this policy:

Tenant Name

Signature

Date

[^] A genuine attempt includes contacting our office directly via phone or email, or in person. Copies of written communication confirming the date and method of delivery should be kept. Any verbal communication should be kept in a diary detailing the method of communication, for example phone or in person, the date and time of the conversation, who the conversation was held with, their position and the outcome or agreement of that conversation.

APPLICATION SUBMISSION

Thank you for completing this application. To submit this application, please scan the QR code or type the link below into a web browser. Please ensure that all required documents are submitted with your application as incomplete applications will not be processed or may be delayed.



Link: <https://forms.gle/WiQYwsnq2UTaoeaf9>

APPLICATION CHECKLIST

Before submitting your application, please go through this check list to ensure that all documents have been prepared for submission.

IMPORATNT NOTE: All required documents must be provided in a PDF copy. Screen captures will not be accepted and will be rejected. Documents that are submitted and are not of clear imagery will not be accepted and will be rejected.

- ☐ Ensure that all pages on this application form have been completed.
- ☐ If this application is a joint tenancy, all tenants over the age of 18 that will be named on the lease are required to complete a separate application form and submit their application at same time.
- ☐ Please provide in PDF, a copy of your photo ID documents.
- ☐ Please provide in PDF copies of any other relevant documentation that total 100 points. Refer to the required proof of identification table on page 1 of this application form.
- ☐ If you are currently or previously renting, please provide copies of your tenant ledger. You can obtain a copy of your tenant ledger either through an online tenant portal or contacting your current or previous property manager.
- ☐ If you are a sole trader, please attach your accountant's letter and last two tax returns.
- ☐ If you will be keeping a pet at the property, you must complete an application to keep a pet in a rental property form. Refer to QR code below to download a copy of this form.
- ☐ If you have any questions regarding this application form or require any clarity, please contact our office via email at rentals@reubenrealestate.com.au or phone 0409 596 706.

APPLICATION TO KEEP A PET IN A RENTAL PROPERTY

Scan the QR code below to download a copy of the pet application form.

