



HOW TO APPLY FOR THIS PROPERTY

- Complete attached application form, one for each adult and email to **rentals@richardmatthews.com.au** WITH supporting documents
- OR complete an application online through TForm from the realestate.com.au or domain.com.au webpages WITH supporting documents
- Hard copies of applications can also be delivered to our office.
If you need a replacement copy of our application form please email **rentals@richardmatthews.com.au**

APPLICATION SUBMISSION CHECKLIST

- A completed application form for each adult
- A copy of your drivers license, passport or NSW photo or ID card
- A copy of your recent rental tenant ledger - this is something you can request through your most recent property manager
- 3 of your most recent payslips
- Your bank statement/s
- IF you are self employed, provide a copy of your last tax return
- IF you are starting a new employment, provide a letter of appointment and confirmation from your employer
- A copy of your electricity or gas account/bill
- A copy of your medicare card

IF YOUR APPLICATION IS SUCCESSFUL

- IF your application IS APPROVED, you are required to pay a deposit of one weeks rent to secure the property
- BEFORE signing the lease agreement, you will be asked to provide a BOND payment of 4 weeks rent which will be held with NSW Bond Board
- All individuals whose names are on the lease agreement MUST sign the lease agreement with a Richard Matthews Real Estate employee present

IMPORTANT TO NOTE:

This checklist applies to each individual person who will be going on the lease. Please ensure the below items are submitted at the same time as your application to avoid delays.

Please also note all proof of identification and information you provide is completely confidential and private.

For more information please see our privacy policy on an application or on our website:

www.richardmatthews.com.au/about/privacy-policy

Strathfield

p. 9642 4288

e. admin@richardmatthews.com.au

a. 183 The Boulevard, Strathfield NSW 2135

Summer Hill

p. 9642 4299

e. admin@richardmatthews.com.au

a. 20 Lackey Street, Summer Hill NSW 2130

richardmatthews.com.au



Richard Matthews
REAL ESTATE

TENANCY APPLICATION FORM



Strathfield

p. 9642 4288
e. admin@richardmatthews.com.au
a. 183 The Boulevard, Strathfield NSW 2135

Summer Hill

p. 9642 4299
e. admin@richardmatthews.com.au
a. 20 Lackey Street, Summer Hill NSW 2130

ABN 211 488 730 27

ABN 81 651 529 305

richardmatthews.com.au



Identification Checklist

Current Income:

- Your most recent payslip
- If you are self employed, please provide a copy of your last tax return/assessment
- If you are starting new employment, a letter of appointment from your employer
- Bank Statement/s

Current Address:

- Drivers Licence
- Rental Receipt
- Phone, Electricity or Gas Account

Other I.D:

- Passport
- Photo Card
- ID Card
- Credit Card

If your Application is successful:

- You will be asked to pay a deposit and sign a lease at the soonest possible opportunity agreed to by both parties. Before the signing of the lease you will need to provide a Bond of 4 weeks rent.
- Two weeks rent will need to be paid in advance prior to collecting keys and moving into the property.

By submitting this form, you authorise Richard Matthew Real Estate to contact all nominated referees to obtain and confirm details. You are also authorising Richard Matthews Real Estate to share all details and information with the owners.

Privacy Notice

PRIVACY DISCLOSURE STATEMENT OF Richard Matthews Real Estate.

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your current & previous landlords or letting agents, your current & previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship, including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you. If you do not complete this form or do not sign the consent below your application for a residential tenancy may not be considered by the owner of the relevant property or if considered may be rejected.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Richard Matthews Real Estate. I authorise Richard Matthews Real Estate to collect information about me from:

1. My current and previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me;
4. My current and previous employer.

I also authorise Richard Matthews Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Richard Matthews Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia; and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

Please Note

- This application must be accompanied by a copy of the required documentation.
- If there is more than one applicant, a separate application form is required for each applicant over 18 years of age.
- If the application is approved, you will be required to pay one week's rent as a holding deposit, an additional week's rent and Bond in full prior to signing the lease.
- When the form has been completed, please fax or email back to a Richard Matthews Real Estate Property Manager
- All information provided, is for the purposes of leasing this premises only.

Signature

By signing below, I hereby acknowledge that I have read and consent to ALL the above.

Print Name

Signature

Date



Property Details & Tenancy Requirements

Address of Property

Lease Term Years Months Date you wish to occupy the property / /

Rent Payable \$ Per wk/Per month No. people to occupy property Adults Children – Ages:

Pets (if applicable) Number: Type/s:

Personal Details

Full Legal Name

First Name Middle Name Surname

Date of Birth / / Drivers Licence State:

Number of Vehicles Car Registration Any Trailers/Vans/Boats

Alternate I.D (e.g passport) Pension Type (if any)

Home Phone Mobile Phone

Work Phone Email

If Student, Institution Are you a smoker? Yes / No

Please provide contact number you are available on **all day**

Do you own property? Yes / No If yes, details:

Current Rental Details

Are you the Owner or Tenant Time at Current Residence Years Months

Current Agent/Landlord Contact No

Rent per Month \$ Reason for leaving

Was bond repaid in full Yes / No If No, please specify:

Current Address

Previous Rental History

Were you the Owner or Tenant Time at Previous Residence Years Months

Previous Agent/Landlord Contact No

Rent per Month \$ Reason for leaving

Was bond repaid in full Yes / No If No, please specify:

Utilities Connection

connectnow.
We get things sorted.

Moving made easier

P: 1300 554 323
E: info@connectnow.com.au
W: connectnow.com.au

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new services.

Signed: _____ Date: _____ PM ID: _____



Current Employment

Occupation / Position Employer Name

Employer Phone Address

Contact Person Time at Current Employer Years Months

Salary per annum \$ Nature of Employment Full Time / Part Time / Casual / Other:

If self employed, please complete the following:

Company Name Business Type

Address

Position held A.B.N

Accountant Name Accountant Phone

Solicitor Name Solicitor Phone

Previous Employment

Occupation / Position Employer Name

Employer Phone Address

Contact Person Time at Previous Employer Years Months

Salary per annum \$ Nature of Employment Full Time / Part Time / Casual / Other:

Reason for leaving

Personal/Business References: (not relatives)

1. Reference Name Occupation

Relationship to you Phone No

2. Reference Name Occupation

Relationship to you Phone No

Please note that the referee is in no way accountable for the behaviour of the tenant both legally and financially.

Emergency Contact

1. Full Name Phone No

Relationship to you

2. Full Name Phone No

Relationship to you

Application

I the applicant, hereby apply for approval by the owner of the premises referred to in this form, to becoming the tenant of those premises in the terms and conditions contained in this form, and in the residential tenancy agreement to be drawn up by the owners managing agent.

I, the applicant 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 premises and wish to take up a tenancy,

for a period of _____ weeks/months

at a rental of \$_____ week/month

to commence on ___/___/___ and the rental to be paid is within my means.

I undertake to pay a rental bond of four weeks rent and two weeks rent in full prior to signing the lease.

Print Name

Signature

Date