



## HOW TO APPLY FOR THIS PROPERTY

- Complete attached application form, one for each adult and email to [rentals@richardmatthews.com.au](mailto:rentals@richardmatthews.com.au) WITH supporting documents
- OR complete an application online through TForm from the [realestate.com.au](http://realestate.com.au) or [domain.com.au](http://domain.com.au) webpages WITH supporting documents
- Hard copies of applications can also be delivered to our office at 183 The Boulevard, Strathfield. If you need a replacement copy of our application form please email [rentals@richardmatthews.com.au](mailto: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](http://www.richardmatthews.com.au/about/privacy-policy)

# TENANCY APPLICATION FORM



**Richard Matthews**  
REAL ESTATE

Office: 183 The Boulevard, Strathfield NSW 2135

T: (02) 9642 4288 | F: (02) 9642 4299 | E: [rentals@richardmatthews.com.au](mailto:rentals@richardmatthews.com.au) | W: [www.richardmatthews.com.au](http://www.richardmatthews.com.au)



**Identification Checklist**

Current Income:	Current Address:	Other I.D:
<input type="checkbox"/> Your most recent payslip	<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Passport
<input type="checkbox"/> If you are self employed, please provide a copy of your last tax return/assessment	<input type="checkbox"/> Rental Receipt	<input type="checkbox"/> Photo Card
<input type="checkbox"/> If you are starting new employment, a letter of appointment from your employer	<input type="checkbox"/> Phone, Electricity or Gas Account	<input type="checkbox"/> ID Card
<input type="checkbox"/> Bank Statement/s		<input type="checkbox"/> 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:

- My current and previous letting agents and/or landlords;
- My personal referees;
- Any Tenancy Default Database which may contain personal information about me;
- 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



**MyConnect will contact you to connect your utilities for FREE**

**Yes, Please Contact Me**

Interpreter required

OR Tick here to opt out

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Get in touch: 1300 854 478 enquiry@myconnect.com.au myconnect.com.au



**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