



RIVIERA REAL ESTATE

APPLICATION FOR TENANCY

NOTICE TO ALL PERSONS APPLYING FOR RESIDENTIAL PREMISES

Attached application form must be completed in full with all relevant names/numbers etc.

All proposed residents over 18 must complete an application form and sign the lease.

The managing agent reserves the right to reject any application that is found to contain any false or misleading information

Please print clearly

Proof of Identification

All documents must be originals. Photo copies will be accepted, as long as they are shown prior to the lease commencement. Within the 100 points you must be able to show your current address, date of birth, signature and **one must be a photo I.D.**

Applications will not be processed unless the following information totals the 100 points

• Full Birth Certificate	70 points	_____
• Current Passport	70 points	_____
• Australian Citizenship Certificate	70 points	_____
• Australian Drivers Licence	40 points	_____
• NSW Photo ID Card	25 points	_____
• Medicare Card	25 points	_____
• Group Certificate	25 points	_____
• Centrelink Card	20 points	_____
• Utility Bill	20 points	_____
• Council Rates Notice	20 points	_____
• Bank Statement	15 points	_____
• Credit-Debit-Eftpos Card	15 points	_____

Total Points _____

All references will be contacted and confirmed. The landlord will make the final decision. You should allow at least 48 hours for the application to be processed, but this will depend on how quickly we can contact all referees provided. We will contact you and advise you as soon as possible.

Reservation Fee

If your application is approved, you will be required to pay a reservation fee equivalent to one week's rent. Please be aware that until a reservation fee is paid, the property will still remain for lease and other applications can be accepted. Only once the reservation fee is paid, will the property be removed from the market.

If you decide for some reason not to take the property, the landlords agent is entitled to retain the entire reservation fee. This reservation fee will go towards the first weeks rent.

The following fees must be paid by EFT, money order or bank cheque prior to the lease commencement:

Rent _____ 2 weeks rent in advance.

Bond _____ 4 weeks rent.

Riviera Real Estate

The Clubhouse, Nautica Square, CHISWICK NSW 2046

Ph: (02) 9712 8887 Fax: (02) 9712 8886 info@rivierarentals.com.au

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

Net Income

 Years Months

 \$
16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

 Years Months

 \$
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

 \$ per month

Rental Bond (4 weeks rent):

 \$

First payment of rent in advance

 \$

Tenants share of cost of preparing tenancy agreement:

 \$

Sub Total

 \$

Less: deduct Reservations Fee (see below)

 \$
**Amount payable on signing tenancy agreement
(bank cheque or money order only)**
 \$
K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

 \$

 Days

The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date