



RENTAL APPLICATION FORM

Please provide the following photocopied documents with your tenancy application:

- 1 Photo ID (Driver's License / Passport / Student Card)
- Medicare card
- Any bank card
- Last 3 payslips or
- Copy of Employment contract (if starting new employment)
- Bank Statement
- Copy of most recent tenant ledger
- If you have a pet – reference from previous tenancy & photo

If your current situation is categorised below, please provide the following in addition:

HOME OWNER

- Copy of Council Rates notice or Water Rates notice

LIVING AT HOME

- Statement from parents stating if board was paid and in what amount

SELF EMPLOYED

- Copy of Business Registration

Please note: All applicants are screened through a national tenancy database company.

Applications must be submitted in full to be considered.

Applications can be faxed (02) 9516 1395 or emailed to rentals@crystalrealty.com.au

**Applications can be made in person at 103 King St Newtown,
between 9.00am to 5.00pm Monday to Friday.**

RESIDENTIAL APPLICATION FORM

PROPERTY DETAILS

What is the address of the property you would like to rent?

Lease commencement date _____ Day _____ Month _____ Year

Preferred Lease Term 6 / 12 months (circle)

Rent P/W \$ _____

How many tenants will occupy the premises ? _____ Adults _____ Children - Ages _____

PERSONAL DETAILS

MR / MRS / MISS / MS / OTHER _____ (circle)

SURNAME : _____

GIVEN NAMES : _____

DATE OF BIRTH : ____ / ____ / ____ DRIVER'S LICENSE # _____

DRIVER'S LICENSE EXPIRY DATE ____ / ____ / ____ DRIVER'S LICENSE STATE ISSUE _____

PASSPORT NUMBER _____ COUNTRY OF ISSUE _____

PENSION NUMBER (if applicable) _____ TYPE OF PENSION _____

CONTACT DETAILS :

HOME PHONE _____ MOBILE PHONE _____

WORK PHONE _____ FAX NUMBER _____

EMAIL ADDRESS _____

What is your current residential address? _____

DECLARATION : I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to approval of the owner/landlord. I declare that all information given in this application is true and correct and given of my own free will. I declare that I have inspected the premises. I declare that I am not bankrupt. I authorise the Agent to obtain information from -: The owner or Agent of my current/previous address, my personal references and employer, any tenancy reference database for the purposes of checking tenancy history. If I default on the Tenancy Agreement, I agree that the Agent may disclose my details to such a tenancy reference database, and to agents or landlords of properties I apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to :

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to and from the Rental Bond Board
- Refer to CTTT and statutory authorities (where required)
- Refer to collections agencies or lawyers (where required)

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

SIGNATURE : _____ DATE: _____

APPLICANT HISTORY

Current living address _____

How long have you lived at your current address? _____ years _____ months

Reason for leaving this address _____

Landlord/Agent Details of this property (if applicable)

Contact _____ Phone number _____

Weekly rent paid \$ _____ Was bond refunded in full Yes / No (circle)

If no, reason bond withheld _____

EMPLOYMENT HISTORY

Please provide your employment details:

What is your occupation _____ Full time / Part Time / Casual (circle)

Employer's address _____

Employer's name _____ Contact name _____

Telephone (landline) _____ Mobile _____

Length of employment _____ years _____ months Net income \$ _____ per week /fortnight/annum(circle)

Please provide details of your previous employer:

Occupation _____ Employer's name _____

Contact name _____ Phone number _____ Net income \$ _____

Length of employment _____ years _____ months

CONTACTS / REFERENCES

Please provide a contact in case of an emergency:

Full name _____ Address _____

Relationship to you _____ Phone number _____

Please provide two personal references – not related to you :

Surname _____ Given name _____ Relationship to you _____

Phone number _____

Surname _____ Given name _____ Relationship to you _____

Phone number _____

OTHER INFORMATION

Car registration _____ State _____

Please provide details of any pets :

Type _____ Breed _____ Age _____

Council Registration number _____

PAYING RENT

We **ONLY** accept rent by the following methods:

- Internet transfer
- Deposit book - at any branch of St George Bank
- Bank Cheque
- Australia Post Money order

CRYSTAL REALTY P/L PRIVACY DISCLOSURE STATEMENT

Crystal Realty is an independently owned and operated business. We are bound by the National Privacy Principles. We collect information about you in this form to assess your application for residential tenancy. We may need to collect information about you from your previous agent/landlord, your current employer and your referees. We will also check whether any details of a tenancy default by you are held on a tenancy reference database. We use the default database operated by TRA (Trading Reference Australia). Your consent to 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 including strata managers, maintenance contractors and landlord's insurers. We may also send personal information about you to the owners of other properties at your request. You have the right to access personal information that we hold about you by contacting our office manager. If you do not complete this form or do not sign the consent below, then your application for residential tenancy may not be considered by the owner of the relevant property, or if considered may be rejected.

PRIVACY CONSENT

I, the said applicant acknowledge that I have read the Privacy Disclosure Statement of Crystal Realty P/L. I authorise Crystal Realty to collect information about me from:

- 1) My previous & current letting agents and or landlords
- 2) My personal referees
- 3) My employer & past employer if required
- 4) Any tenancy default database (including TRA) which may contain personal information about me.

I also authorise Crystal Realty to disclose details about any defaults made by me under the tenancy to which this application relates, and to any default database to which it subscribes, including the TRA. I authorise Crystal Realty to disclose personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

HOLDING DEPOSITS

A holding deposit will only be accepted once this application is approved. The applicant acknowledges that should he/she decide not to proceed that the landlord will retain the entire Holding Deposit.

SIGNATURE

DATE