



# Tenancy Application Form

Thank you for choosing a VOGUE REAL ESTATE AUSTRALIA. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your Driver's Licence or Passport for identification purposes.
2. If there is more than one applicant, a separate Application Form is required for each applicant.
3. If the application is approved, you will be required to provide either a **bank cheque** or **money order for the Rental Bond and two weeks rent**.

## RENTAL PROPERTY

Property Address
------------------

## TENANCY REQUIREMENTS

Length Of Tenancy Months	Rent Per Week	Commencement Date
-----------------------------	------------------	-------------------

## APPLICANT'S DETAILS

Name	Email
------	-------

Address
---------

Home Phone	Work Phone	Mobile Phone
------------	------------	--------------

## OCCUPANCY DETAILS

No. of Occupants who will live in this Property	Number and Ages of Children (if any)	Number and Type of Pets (if any)
---	--------------------------------------	----------------------------------

## CURRENT RENTAL DETAILS

Landlord/Agent/Property Manager	How Long Have You Lived There? Months	Current Rent \$ Per Week
	Landlord/Agent Phone	

## PREVIOUS RENTAL DETAILS

Previous Property Address		
Landlord/Agent/Property Manager	How Long Did You Live There? Months	Rent \$ Per Week
	Landlord/Agent Phone	

## CURRENT EMPLOYMENT

Current Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income \$ Per Week	Full Time or Part Time?

## PREVIOUS EMPLOYMENT

Previous Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income \$ Per Week	Full Time or Part Time?

## PERSONAL DETAILS

Date of birth	Drivers Licence Number	State of Issue
Passport Number	Country of Issue	

**EMERGENCY CONTACT DETAILS**

Name	Relationship	Contact Phone
Address		

**PERSONAL / BUSINESS REFERENCES** (Not Relatives)

Name	Occupation	Work Phone
Name	Occupation	Work Phone

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY**

Internet   
 Sign Board   
 Referral   
 Other   
 \_\_\_\_\_

**APPLICATION**

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of  months, at a rental of \$  per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to VOGUE PROPERTY CONSULTANTS upon signing the Residential Tenancy Agreement. Our office has a cash free policy.

**STATEMENT OF COSTS**

Rental Bond (4 week's rent)	\$ <input style="width: 100%;" type="text"/>
Rent in advance (2 weeks rent)	\$ <input style="width: 100%;" type="text"/>
	_____
<b>TOTAL</b>	\$ <input style="width: 100%;" type="text"/>

**IF A HOLDING FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY**

1. If your application is approved you will be required to pay a holding fee of one week's rent.
2. The holding fee will be credited to your rent in advance when you sign the tenancy agreement
3. If you fail to sign the tenancy agreement with the agreed time frame, you will forfeit the holding fee

**TENANT DECLARATION**

By signing this Application, I agree to all terms & conditions within this document and the Privacy Conditions and Disclosure Statements on the next page.

Applicant's Signature	Date
Agent's Signature	Date

## PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of the tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

## TRA / TICA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply.

I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Residential Tenancies Act 2010.

I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). ***"I have read and I understand the above information"***

## SIGNED BY THE APPLICANT

Application Signature	Print Application's Name	Date
-----------------------	--------------------------	------

## SIGNED BY THE WITNESS

Witness's Signature	Print Witness's Name	Date
---------------------	----------------------	------

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

**Identification**

- Current drivers licence  
(if you do not hold a NSW drivers licence, please provide two forms of identification)
- Birth certificate
- Proof of age card
- Passport
- Bank statement
- Medicare card
- Credit card
- Motor vehicle registration certificate
- Telephone account statement
- Gas account statement)
- Electricity account statement

**Proof of Income**

- 3 previous pay
- slips or Bank
- Statement or
- If self-employed - most recent tax return and business registration

**Optional information**

- Print out of tenancy history (ledger)
- Written references from previous landlord/agent and/or
- Written references from employer or friend
- Previous rent receipts

**Vogue Real Estate Australia**  
Ph. (02) 8858 3260  
Email [nicole@voguere.com.au](mailto:nicole@voguere.com.au)

33/9 Hoyle Ave, Castle Hill NSW 2154  
PO Box 896, Castle Hill NSW 2154

---

