

# Tenancy Application Form

Thank you for choosing a Sanders Property Group. Please complete this application thoroughly in order for our office to process it as quickly as possible. Please note the following important points.

1. This application must be accompanied by a copy of the required supporting documentation (see attached list)
2. If there is more than one applicant, a separate Application form is required for each applicant over 18 years of age.
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 within 24 hours. You may also pay via direct deposit, but must provide the receipt to us.
4. Please note, if you do not pay the funds within 24hours, your Application may be dismissed
5. When the form has been completed please email- [chris@sanderspropertygroup.com.au](mailto:chris@sanderspropertygroup.com.au)/  
[ana@sanderspropertygroup.com.au](mailto:ana@sanderspropertygroup.com.au) or drop this form and supporting documents in to the office.

## Rental Property

Property address
Property address
Property address

## Tenancy Requirement

Length of tenancy Months	Rent \$ per week	Move-in date
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## Occupancy Details

No.of people who intend to live in the property	No.of children	Age of children
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## Applicant's Detail

Name	Email
Current Address:	
Work Number	Mobile Number

## Personal Details:

Date of birth	Driver's Licence Number	State and Country of Issue
Car Rego	Passport Number	Country of Issue

## I Currently:

☐ Rent My Property ☐ Own my Property ☐ Live with parents ☐ Other (state current living circumstances) \_\_\_\_\_

Current rent/Mortgage/Board Paid per week	How long have you lived there? Months	Reason for wanting to move
Agent/landlord	Contact Number	

## Previous Rental/Living Details: ☐ I rented this property ☐ I owned this property Other \_\_\_\_\_

Previous Property Address		
Rent/Mortgage/Board \$ Per week	How long did you live there? months	Reason for Leaving
Agent/Landlord	Contact Number	

33 Penshurst Street, Penshurst NSW 2222

Phone: 9570 4344

Email- [chris@sanderspropertygroup.com.au](mailto:chris@sanderspropertygroup.com.au)  
[ana@sanderspropertygroup.com.au](mailto:ana@sanderspropertygroup.com.au)

### Current Employment:

Current employer (company)		
Contact name (manager)	Contact number	Your position
Length of employment	Net Income \$ per week	Full time/part time/ casual?

### Previous Employment:

Current employer (company)		
Contact name (manager)	Contact number	Your position
Length of employment	Net Income \$ per week	Full time/part time/ casual?

### Other:

Centrelink?	Benefit
Study?	Field of Study

### Emergency Contact Details (two references must be provided,who wont be living in the property. Eg- Parent,aunty or uncle, sibling, cousins)

Name	Relationship	Contact Number
Address		

Name	Relationship	Contact Number
Address		

### Personal/business references(two references must be provided, who wont be living in the property and who aren't related to you. Eg- Friends or co-workers)

Name	Occupation	Contact Number
Address		

Name	Occupation	Contact Number
Address		

### Occupancy Information (List each other person who intends to live at the property)

Name	Age
Name	Age
Name	Age
Name	Age

## Inspection Confirmation

During my inspection, I found it be in a reasonably clean/liveable condition ☐ Yes ☐ No

If no, I believe the following items should be attended to prior to the commencement of my tenancy:

I acknowledge that these items are subject to the landlord's approval.

## Statement of Cost

Rental Bond (4xrental amount)

Rent in advance (2xrental amount)

TOTAL


☐ I agree that I have my bond and 2 weeks rent available in cleared funds ready to pay today if I am approved.

Applicant's name	Signature	Date

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 within 24 hours. You may also pay via direct deposit, but must provide the receipt to us.

! Please note, if you do not pay the funds within 24 hours, your application may be dismissed.

## Privacy Declaration

☐ I consent to the information provided in this application being verified (including calling your personal and work reference), and a reference check on TRA ( Trading Reference Australia)

Applicant's Name	Signature	Date

## Supporting Documents

Prior to any application being considered, each applicant is required is required to produce sufficient identification. Identification (at least 100 points **MUST** be provided) **Note: Must have at least one of the items in each category**

### Essential Documents

- ☐ Photo Identification (Drivers Licence/ Photo ID/ Passport (valid visa if foreign passport) **=30 POINTS**
- ☐ Other identification (Birth certificate/ Medicare card/Bank card) **=10 POINTS**
- ☐ Proof of income (Pay slips/Bank or Credit card statement) **= 20 POINTS**
- ☐ Referral Letter from current Agents **= 10 POINTS**
- ☐ Council/ Water rates **= 20 POINTS**
- ☐ Tax Return (If self-employed) **= 20 POINTS**

### Other documents

- ☐Motor Vehicle Registration/ Telephone/Electricity/Gas accounts **= 10 POINTS**
- ☐ Rental Bond Receipt
- ☐ Pension Card/ Health Care/Medicare card **= 10 POINTS**

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**Myconnect. A free service- connecting your utilities has never been easier!**



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



Please tick to opt in:

- ☐ **Yes, Please Contact Me**
- ☐ **Interpreter required**

If I elect to opt into this service, 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.



1300 854 478    enquiry@myconnect.com.au    myconnect.com.au

**CALL TO CONNECT      YES**

**Is the electricity currently on?      YES      NO**

**Does the property have?   Bottle gas   Main gas   Electricity only**

Signed	Date	Office property is leased through
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Use this form only for properties where the Lessor has indicated that pet/s may be accepted.  
If you are unsure please contact our Agency prior to completing this Pet Application and Agreement

## Residential Details

Property Address
Tenant/s Name

## Pet Details (if more than 2 pets, complete another Pet application and Agreement)

Item	Pet 1	Pet 2
Type of Pet		
Breed		
Name		
Age		
De-sexed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Registration Number		
Colour/s		
Photo provided? (please attach photo)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Emergency Pet Carer

Name	
Address	
Mobile Number	Work Number

## Veterinarian

Name	
Address	
Mobile Number	Work Number

## Term and conditions

The tenant acknowledges and agrees to the following terms:

- The lessor has agreed to permit pets/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
- Any pet/s other than the approved pet/s specified in the general tenant agreement and this Pet agreement must first be requested by the tenant in writing via a separate pet application giving full details and the approved in writing by the lessor prior to the pet/s being allowed on the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is not guaranteed.
- The tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the property, whether they are the tenant's pet/s or their guests pet/s and regardless of their approval status.
- The tenant accepts full responsibility and indemnifies the lessor for any claims by or injuries to third parties or their property caused by, or as a result of actions by their pet/s or their guest's pet/s, and regardless of their approval status.
- The tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the lessor/lessor's agent to be carried out by the company complying with Australian standard.
- The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
- If the pet is a dog, the tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
- By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying. If approved, the pet/s will be included in your General Tenancy Agreement and you therefore agree and adhere to the Terms and Conditions listed above.

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### Acknowledgement by Applicant

Applicant Name	
Signature	Date

### Application Result

#### ☐ Application for pet/s- **APPROVED**

The above-mentioned pet/s is are approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy agreement which includes additional terms related to the pet/s and the tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

#### ☐Application for pet/s-**DECLINDED**

The Pet Application was declined by the lessor/Agent.

### Authorisation on behalf of lessor/Agent

Applicant Name	
Signature	Date

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