



**Property address:** .....

.....

Lease term ..... Months, Commencing on.....


Rent \$..... Per Week, Bond \$..... (4 weeks rent) Total \$.....

▶ Please note: The specific property that you wish to apply must be inspected internally prior to handing in the application. Each adult to occupy the property must complete an application form.

## Tenancy Application Form

▶ **All sections must be completed or your application may not be processed. Please ensure you have completed all 7 pages.**

**Personal details:**

 Please attach a copy of your drivers  
 Licence (front and back) **or**  
 Passport (including visa page)

Full name of applicant: Mr./Mrs./Miss/Ms/Other .....

Maiden name / other name used: .....

Date of Birth: ..... Driver Licence No: ..... State: .....

**Contact details:**

Home: ..... Work: ..... Mobile: .....

Email Address: .....

**Do you have any**    **pets:** Yes  No     **boat:** Yes  No     **Trailer:** Yes  No

If Yes: Type .....(Pet) Breed: ..... Number: .....

**Boat & trailers registered:** Yes  No

**Parents or nearest relative (not living with you, in case of an emergency):**

Name: ..... Relationship: ..... Mobile: .....


Address: ..... Phone: .....

**Number of persons who will occupy premises:**

Adult ..... children ..... Age of children .....

Applicant name: .....

**Tenancy history:**

 Please attach your Current Rent ledger (This can be obtained from your current real estate agent)

**Present Address:** .....

How long at present address: ..... Current Rent paid: \$ ..... pw

Why Leaving: .....

**Name of present Landlord/Agent:** .....

Address: .....

Phone: ..... Fax: .....

**Name of previous Landlord/Agent:** .....

Phone: ..... Mobile: .....

**Note: If you own your property please attach a Sydney water invoice or a Council rate invoice.**

**Have you ever been issued with?**

Notice to remedy Yes  No

Notice to vacate Yes  No

Details: .....


**Have you ever:**

Been evicted from a property Yes  No

Abandoned a property Yes  No

Details: .....

**Income details:**

 Please attach your last two pay slips or Your last income tax return (If self employed) together with a letter from your accountant or your employer.

Occupation: ..... Weekly wag: \$ ..... Net  Gross

Employer's name: ..... Period of employment: .....

Employer's address: ..... Phone: .....

Person to contact for proof of employment ..... Phone: .....

**If self employed:**

Name of business: ..... Type of business: .....

Address ..... business commencement date: .....

ABN: .....

Accountant / Tax agent's Name: .....

Contact number (w): ..... (mb): .....





**Disclaimer / Authority – Please complete all sections**

I ..... do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information given was given of my own free will.

I have inspected the property mentioned on the first page of this application and I wish to rent the property for a lease term of ..... months, commencing .....and acknowledge the rent of \$.....per week is within my means of support.

The bond and initial rent must be paid by bank cheques, money order or via direct deposit into our account details available on request. (Cheques and money orders payable to LETCO)

I understand and agree that LETCO Property Management will carry out routine inspections on the property. The first inspection will be carried out within approximately 1 month of the commencement of my tenancy and future inspections will be carried every 3-6 months. I agree that cooperate fully to allow these inspections to be carried out.

I agree that should this application for tenancy not be successful, the agent is not required or obligated to supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.

I understand and agree to LETCO Property Management supply all necessary information to any tenancy databases that they use. And also understand and agree that if I default on any rental payment or breach my tenancy Agreement, my name may be listed with a nationwide tenancy database as a defaulting tenant, which could have an adverse effect on my ability to obtain future rental accommodation. The removal of any information from Database Company is subject to the conditions of Database Company.

**Privacy Act-** I hereby authorise LETCO Property Management to obtain information from or give information to all credit providers, references supplied to all tenancy databases, any private landlords and real estate agents I currently rent from or have previously rented from, current and previous employers ,and any other persons or organization who have information about me that would assist to assess my application history and credit capacity , as well as more general information that may be relevant to assessing my application.

In accordance with the privacy Act, I authorize the recipient of this fax to give information to LETCO property Management regarding my rental history, proof of my employment and income. I understand this information will be used to assess my application.

Applicant’s name: ..... (please print)

Applicant’s signature: ..... Date:.....



**Office Use Only**

Dear Property Manager,

This applicant is currently your tenant and has applied for one of our rental premises, would you please take a moment and provide us with the following information?

Full name of applicant: .....

Property address:.....

Period of occupancy: ..... Amount of rent paid: \$ .....

Is rent paid on time: Yes  No  ..... No. of people on lease?.....

No. of occupants: ..... Do they look after the property:.....

Has the property been inspected during the tenancy: Yes  No

Please comment of routine inspections:.....

Have you received vacating notice from this tenant? Yes  No  Vacating Date: .....

Are the garden and lawns kept in good condition?

Why are they vacating?

Have any termination Notice been issued: Yes  No

Date issued Reason:

Have any notice been issued? Yes  No

Have you applied for a *Residential Tenancy Tribunal Hearing*? Yes  No

Is there any money outstanding? Yes  No  Rent  Sydney Water  Other .....

Did the applicant(s) provide easy access to the premises for periodical and end of the lease inspections? Yes  No

Would you rent to them again? Yes  No

General Comments about the applicant(s): .....

.....

Confirm by: ..... Signature: .....

In accordance with the privacy Act, I authorize the recipient of this fax to give information to LETCO property Management regarding my rental history. I understand this information will be used to assess my application.

Applicant's name: ..... (please print)

Applicant's signature: ..... Date:.....

**Address** \_\_\_\_\_

1. The lessee understands and agrees that they received 2 copies of the tenancy Inspection Report executed by a representative of this office and that it the lessee's responsibility to go through his report, make any changes necessary, sign and date report and return to this office within 7 days. Otherwise the agents report shall determine the condition prior to occupying.
2. The lessee understands and agrees to seek the landlord's permissions before inserting any hooks, nails, etc or affixing anything to the walls. The lessee also understands and agrees that no "Blue Tack" or any other adhesive be affixed to the walls.
3. Gardens are to be weeded, watered and edges cut regularly. It is further agreed that the gardens and grounds must be in the same condition at the end of the tenancy as it was in the beginning of the tenancy.
4. The lessee agrees and acknowledges that in case of the tenant not responding the correspondence, LETCO PROPERTY MANAGEMENT can discuss tenant's where about and relation of the contact with emergency contacts & employers provided by lessee on the tenancy application form.
5. The lessee understands and agrees that (if there is a pool at the premises) the pool is to be clean and well maintained at all times. It is further agreed that the pool must be in the same condition at the end of the tenancy as it was in the beginning.
6. The lessee understands and agrees that if a cheque is returned by the bank, cash replacement will be made for the amount of the cheque within 24 hours and that the lessee is responsible to pay any charge incurred from the bank for that cheque. The lessee also understands and agrees that if this occurs this office will no longer accept personal cheques for rent payment.
7. The lessee will be charged rent up to and including the date on which the keys are returned to the Landlord/Managing Agent.
8. The lessee has inspected the property and all sections and areas related to the property before signing this agreement and accept the property in its "as viewed" condition.
9. If a clothes dryer is supplied the tenant agrees to clean the lint filter on a regular basis.
10. The lessee agrees that LETCO PROPERTY MANAGEMENT uses all means of communications includes but not limited to SMS messaging , emails , phone calls and letters to inform, notify and aware the tenant of all relative actions and happenings. (E.g., rent arrears, termination notice warnings, confirmation of appointments and inspections).

**TENANTS' SIGNATURE:**

**MANAGING AGENTS OR LANDLORD'S SIGNATURE:**

**Address:** \_\_\_\_\_

If the owner agrees you may keep pets, which these clauses will be then added to your lease agreement.

11. Pet Clauses, The lessee understands and agrees:

- I)** to arrange and pay for the following upon vacating the property: (a) Flea treatment for all the carpet areas and full house pest controlling. (b) Any damages caused by the pet(s) such as but not limited to any scratches on the wooden floors or carpets, cabinets, blinds and garden area. (c) House and garden to be cleaned professionally.
- II)** To keep the pet(s) from causing any annoyance or discomfort to others and to immediately remedy any complaints concerning the pet;
- III)** To keep the pet(s) from damaging any property belonging to the Landlord/Agent or others;
- IV)** To immediately pay for any injury, damage, loss, or expense caused by the pet(s)
- V)** To keep the pet(s) under control at all times;
- VI)** To hold the Landlord/Agent harmless from all liability arising from the Tenant's ownership or keeping of the pet(s), including but not limited to any liability resulting from the Landlord/Agent turning said pet over to local pet policing authorities should the pet be found unsupervised;
- VII)** To dispose of the pet's droppings properly and quickly; and not leave them in the garden.
- VIII)** Not to leave food for the pet(s) outside of the dwelling;

12. The lessee understands and agrees that the permission granted herein shall be limited to a certain pet(s) originally mentioned on the tenancy application form and not to add/keep any other animal whatsoever in the premises or grounds of the said premises without the express written permission of the owner.

**Pet/Pets:**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

**TENANTS' SIGNATURE:**

**MANAGING AGENTS OR LANDLORD'S SIGNATURE:**

Address: \_\_\_\_\_

#### 14. Electronic Communication Consent

1. You consent to LETCO ("us") communicating electronically with you about the property you lease and authorise us to act on instructions it has received electronically. This consent and authority will apply to all communications permitted to take place electronically by law (including any applicable industry Code or Code of Conduct) including but not limited to:

- (a) statements of your account;
- (b) notices and other documents from us to you about your account;
- (c) variations to the contract relating to your account; and
- (d) notices from you to us.

2. We will rely on this consent to communicate with you by:

- (a) electronic mail to the e-mail address that you have notified to us;
- (b) making a notice or other document available for you to access on our website;
- (c) any other method of electronic communication including but not limited to SMS; and/or
- (d) ordinary mail to the address on our records.

3. You must ensure that:

- (a) you check your email regularly for notices and other communication from us;
- (b) your email address provided to us remains current (or otherwise notified to us); and
- (c) emails from us to your email address are not blocked.

4. We rely on you to keep your nominated e-mail or mailing address details up-to-date and to notify us when they change.

**TENANTS' SIGNATURE:**

**MANAGING AGENTS OR LANDLORD'S SIGNATURE:**

#### **Return Options:**

↪ Fax: 9499 9039

↪ Mail: PO Box 1142 North Sydney

↪ Email: [rent@letco.com.au](mailto:rent@letco.com.au)

↪ In Person: 56 Berry St North Sydney

Sat / Sun: Fax & email only

(Mon-Fri 8:30 am- 5pm)