IVY SYDNEY PROPERTY
REAL ESTATE

RENTAL APPLICATION FORM

Ivy Sydney Property Pty Ltd
Shop G1, 31-35 Smallwood Ave
Homebush, NSW 2140
0404 227 664
info@ivysp.com

Property Details

Address of Property:	Suburb/Postcode:

Lease Term: months	Rent: $ per week/month	Commencement Date:

Applicant Details

Given Name:	Mobile:

Email:	Home/Work Phone:

Date of Birth:	Passport Number:	Issuing Country:

Driver's License:	State Issued:	No of vehicles:	Vehicle Registration:

Current Rental Details

Current Address:	Suburb/Postcode:

Period of Occupancy: months	Current Rent: $ per week/month	Agent/Landlord:	Contact Number:

Reason for Leaving:

Previous Rental Details

Previous Address:	Suburb/Postcode:

Period of Occupancy: months	Current Rent: $ per week/month	Agent/Landlord:	Contact Number:

Reason for Leaving:

Current Employment Details

(if less than 6 months, please complete previous employment details)

Employer:	Position:

Length of Employment:	Employment Status: Full / Part / Casual	Net Income ($): weekly/fortnightly/monthly

Contact Name:	Contact Number:

Previous Employment Details

Employer:	Position:

Length of Employment:	Employment Status: Full / Part / Casual	Net Income ($): weekly/fortnightly/monthly

Contact Name:	Contact Number:

Self-Employment Details (if applicable)

Company or Business Name:	Business Type:

Company Address:	Suburb/Postcode:

ABN:	Accountant Name:	Contact Number:

Student Information

Place of Study:	Course Name:	Course Length:

References (Not Relatives)

Name 1:	Contact Number:	Occupation:
Address:		Suburb/Postcode:

Name 2:	Contact Number:	Occupation:
Address:		Suburb/Postcode:

Holding Fee

The Holding (reservation) fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received

➢ A holding fee may only be requested following approval of the application by the landlord
➢ A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant.
➢ Where a holding fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant
➢ Should the tenant withdraw from the tenancy application, the landlord may retain the whole holding fee
➢ A holding fee should be attributed to rent upon the tenancy commencing.

The applicant agrees to pay a holding fee of $_____.

The applicant understand that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

Privacy Disclosure Statement

We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agent, your current or previous employer and your referees. Your consent to us 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 relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous Letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Signature: _____   Date: _____

Print Name: _____

Supporting Documents
Provide 100 points of identification photocopied and attach to this application.

Driver's License	40 Points	Passport	40 Points
Other Photo ID	20 Points	Current Pay Slip	20 Points
Previous Rent Receipts x2	20 Points	Previous Tenant Ledger	20 Points
Medicare Card	20 Points	Debit/Mastercard	20 Points
Bank Statement	20 Points	Utility Bill	20 Points

Office Use Only:

Item	$	✓	Initial
Rent			
Bond			
Other			
Total			
Less Deposit			
Owing			

Item	✓	Initial
Personal Reference Checked		
Personal Database Checked		
Employment Checked		
Previous Agent/Lessor Checked		
Lessor Notified – Approved		
Applicant Notified		