



first national
REAL ESTATE

Spencer & Servi

Address
421 Crown Street
Surry Hills
NSW 2010

Contact
P (02) 9690 1377
F (02) 9699 3502
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Tenancy Application

Property Applying For

Address		Suburb	
Lease Term: 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/>	Lease Start Date	Weekly Rent	\$
Proposed Number of Occupants: Adults	Children	No. Of Pets	Type

Personal Details

Given Name/s	Surname	Date of Birth
Current Address	Suburb	
Work Phone	Mobile	
Email	Other contact details	
Passport No.	Country	Expiry
How did you hear about us: Internet <input type="checkbox"/> Local Paper <input type="checkbox"/> For Lease Sign <input type="checkbox"/> Our Office <input type="checkbox"/> Our Rental List <input type="checkbox"/> Other:		

Current Accommodation Situation

Are you the: Owner <input type="checkbox"/> Renter <input type="checkbox"/>	Time at current address: Years	Months	Weekly Rent Paid	\$
Agent/Landlord	Contact Number			
Reason for leaving				

Previous Rental History

Previous Address	Suburb	Time at this address: Years	Months
Agent/Landlord	Contact Number	Weekly Rent Paid	\$
Reason for leaving	Was bond repaid in full? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, why?	

Employment Details

Current Employer	Your Position	
Employers Address	Work Phone No.	
HR/Payroll Contact	Length of Employment: Years	Months
Net Income \$	(Per Annum excluding super)	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>

Previous Employment Details (if current employment less than 3 months)

Previous Employer	Previous Position	HR/Payroll Contact
Previous Employers Address	Previous Work Phone No.	
Length of Employment: Years	Months	Net Income \$ (Per Annum) Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>

Current Study Details (IF APPLICABLE)

Institution	Course Name	Length	Year Started
Govt Income Support: Yes <input type="checkbox"/> No <input type="checkbox"/>	Parent Name	Parent Phone No.	

Next of Kin

Name	Relationship to you	Phone No.
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Please turn overleaf to complete application



Acceptance of Property

I, _____, the Applicant confirm that I have inspected the property and accept the property with the facilities provided
Yes No

Holding Fee

If the landlord accepts this application, the applicant will be required to pay a holding fee equivalent to one weeks rent, being \$_____.

- a) The holding fee will be credited towards the rent and the applicant undertakes to pay a rental bond plus the first fortnights/months rent to Spencer & Servi First National Real Estate upon signing the Residential Tenancy Agreement.
- b) If the tenant advises that he/she does not wish to take the premises after the holding fee has been paid, the tenant will lose the whole amount of the fee which will be forfeited to the owner .
- c) Once the holding fee has been paid, no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

Spencer & Servi **DOES NOT ACCEPT CASH**. All initial payments to be made by Bank cheque, EFTPOS, EFT or Money Order.

Privacy Disclosure Statement

Information will be obtained from your previous Lessors or Letting Agents, your current employer and your referees in order to assess your application for a residential tenancy. Your consent to us collecting this information is set out below.

Collection Notice

The personal information you provide in this application or our Agency collects from other sources is necessary for Spencer & Servi First National to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Spencer & Servi First National and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Spencer & Servi First National will destroy your documents to comply with privacy legislation. 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, due to insufficient information to assess the application.

Privacy Consent

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Spencer & Servi First National. I authorise Spencer & Servi First National to collect information about me from: My previous letting Agents and/or Lessors; My personal referees, employers and all other references on this application; Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise Spencer & Servi First National 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 to include TICA and NTD. I authorise Spencer & Servi First National to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.
I agree to be contacted by electronic and or/SMS methods.

Applicants Signature _____

Date _____

100 Point Identification

This must be supplied with your application or your application will not be processed or considered

Drivers Licence	40
Passport	70
Birth Certificate	70
Other Photo ID	30
Current Wage Advice	30
Previous Tenancy Reference	20

Previous two (2) rent receipts	20
Motor Vehicle/Bike registration	10
Bank Statement	10
Telephone Account	10
Electricity Account	10
Gas Account	10
TOTAL POINTS	

Submission Of Application

- Application is completely filled out (missing information may result in your application not being processed)
- 100 Points of ID are attached Supporting evidence attached (rent ledgers, references etc)
- Contact your Human Resources Department authorising them to release information contained in your application

Once you have completed everything please submit your application to Spencer & Servi by one of the following methods:

Fax to - 02 9699 3502 Email to - leasing@spencerservi.com.au Hand deliver to - The Spencer & Servi Office, 421 Crown Street, Surry Hills