

# Tenancy Application Form

Level 1, 23-25 Bay Street  
Double Bay NSW 2028

Tel: 02 9327 6444

Email: [enquiries@charlesstuart.com.au](mailto:enquiries@charlesstuart.com.au)

[www.charlesstuart.com.au](http://www.charlesstuart.com.au)



# YourPorter

It's simple

- We call you
- Identify your needs
- Find you the best products
- Save you time and money

And best of all it's FREE!

Let YourPorter do all the hard work for you.

Ask your Property Manager or contact us directly.

visit us online [yourporter.com.au](http://yourporter.com.au)  
call us 1300 400 600

GAS · ORIGIN · ENERGY  
GL · MOMENTUM · AGL  
ALINTA ENERGY · DOD  
ENERGY AUSTRALIA ·

AGL · RED EN  
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E · IPRIMUS · IINET · CL  
DAFONE · IPR

Phone &  
Broadband

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ARTNERS · TRANSPORT  
LTH FUND · HBF · GMH  
ALTH INSURANCE · AU

HEALTH · TUH ·  
BA · AHM BY MEDIBAN  
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TH.COM.AU · LATROBE · HEALTH  
TRANSPORT HEALTH · TUH · CBHS ·  
F · GMHBA · BANK · FRA  
NSURANCE · UNITY · HCF  
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TRANSPORT · CBHS · CBH  
F · GMHBA · BANK · FRA  
URANCE · AUSTRALIAN UNITY · HCF  
HEALTH.COM.AU · LATROBE · HE  
PORT HEALTH · TUH · CBHS ·  
GMHBA · AHM BY MED  
AUSTRALIAN

Health & Life  
Insurance

DIRECT · PROGRESSIVE  
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Home & Car  
Insurance

MELBOURNE · BLUEST  
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ATROBE FINAN  
KIE · BANK OF MELBOU  
ANK · COMMONWEALTH BANK  
RALIA · AFG HOME LOANS · AMP  
K · BOQ · NAB · ROCK BUILDING SC  
PPER CAN D · BANK · WES  
ANKWEST · TROBE FINA  
BERTY FINA · RIE · BANK  
UESTONE · MMONWEA  
RECT · BANK · AFG HOME  
ITAGE BANK · BOQ · NAB · ROCK B  
RGE · PEPPER CAN DO · AUSWID  
RP · BANKWEST · HOMESIDF  
PTY FINANCE · MACQU  
CITYBANK · C

Home  
Loans

## A. AGENT DETAILS

**Charles & Stuart**

www.charlesstuart.com.au

Address: Level 1, 23-25 Bay Street, Double Bay NSW 2028

Phone: 02 9327 6444

Email: enquiries@charlesstuart.com.au

Property Manager

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
--	--------	--	----------	--	------------------

## C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

--	--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

7. What is your current address?

Postcode	

8. How did you find out about this property?

☐ Newspaper ☐ Office Window ☐ Local Paper  
☐ charlesstuart.com.au ☐ domain.com.au ☐ Referral  
☐ Sign Board at Property ☐ realestate.com.au ☐ Other (specify)

9. Before any application will be considered, each applicant MUST achieve a minimum 100 check points

☐ Rental Ledger (50) ☐ Passport (40)  
☐ Drivers Licence (40) ☐ Payslip/Letter of Employment (40)  
☐ Min 2 Ref from Prev L/L Agent (20) ☐ Copy of Birth Certificate (10)  
☐ Current Motor Vehicle Rego (20) ☐ Copy of phone/elec/gas/bank account (10)

## D. APPLICANT HISTORY

10. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

11. Why are you leaving this address?

--

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly Rent Paid

--

\$
----

13. What was your previous residential address?

Postcode	

14. How long did you live at this address?

	Years		Months
--	-------	--	--------

15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly Rent Paid

--

\$
----

Was bond refunded in full?

If not why not?

--

--

## E. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

--

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

--

Employer's name (inc. accountant if self employed or institution if student)

--

Employer's address

--

Postcode

--

Contact name

Phone no.

--

--

Length of employment

Net Income

	Years
--	-------

	Months
--	--------

\$
----

17. Please provide your previous employment details

Occupation?

--

Employer's name

--

Contact name

Phone no.

--

--

Length of employment

Net Income

	Years
--	-------

	Months
--	--------

\$
----

## F. CONTACTS / REFERENCES

### 18. Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

### 19. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

## G. OTHER INFORMATION

### 20. Car Registration

### 21. Please provide details of any pets

Breed/type	Council registration / number
1.	<input type="text"/>
2.	<input type="text"/>

## H. PAYMENT DETAILS

### Property Rental

\$  per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement  
(bank cheque or money order only)

\$

## I. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
  - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

## J. UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600  
Fax: 1300 326 468  
www.yourporter.com.au

YourPorter is a **FREE** service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Electricity    | <input type="checkbox"/> Telephone                 | <input type="checkbox"/> Pay TV           |
| <input type="checkbox"/> Gas            | <input type="checkbox"/> Internet                  | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Car Insurance  | <input type="checkbox"/> Home Loans                |   |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Home & Contents Insurance |   |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

## K. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

I am aware that I may access my personal information by contacting:

NTD: 1300 563 826

TICA: 1902 220 346

TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TRA (Trading Reference Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put. The Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date