



**P.O Box 146, Westmead NSW 2145**  
**[www.leroymageerealestate.com.au](http://www.leroymageerealestate.com.au)**

**YOU NEED THE FOLLOWING DOCUMENTS TO MEET THE ONE HUNDRED POINTS TEST BEFORE WE CAN PROCESS YOUR APPLICATION.**

<b>DRIVERS LICENCE</b>	<input type="checkbox"/>	<b>40 POINTS</b>
<b>OR</b>		
<b>PASSPORT</b>	<input type="checkbox"/>	<b>40 POINTS</b>
<b>OR</b>		
<b>BIRTH CERTIFICATE</b>	<input type="checkbox"/>	<b>30 POINTS</b>
<hr/>		
<b>CURRENT PAY SLIPS</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<b>OR</b>		
<b>EMPLOYMENT REFERENCE</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<b>OR</b>		
<b>CENTERLINK INCOME DETAILS</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<b>OR</b>		
<b>LETTER OF EMPLOYMENT</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<hr/>		
<b>BANK STATEMENTS</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<hr/>		
<b>PHOTO ID</b>	<input type="checkbox"/>	<b>20 POINTS</b>
<hr/>		
<b>RENTAL LEDGER</b>	<input type="checkbox"/>	<b>40 POINTS</b>
<b>OR</b>		
<b>RENTAL REFERENCE</b>	<input type="checkbox"/>	<b>30 POINTS</b>

**PLEASE NOTE THAT THIS APPLICATION WILL NOT BE ACCEPTED UNLESS THE ABOVE DOCUMENTS ARE ATTACHED AND THE ONE HUNDRED POINT CRITERIA SATISFIED.**

ONCE YOUR APPLICATION IS APPROVED YOU ARE REQUIRED TO PAY A HOLDING DEPOSIT OF EITHER 1 WEEKS RENT OR EQUIVALENT TO THE DURATION THAT THE PROPERTY IS HELD FOR YOU IF MORE THAN 1 WEEK. THIS PAYMENT SHOULD BE MADE BY EFT DIRECTLY TO THE LEROY MAGEE REAL ESTATE RENTAL TRUST (DETAILS WILL BE PROVIDED TO YOU UPON ACCEPTANCE OF YOUR APPLICATION). UPON SIGNING THE LEASE YOU WILL NEED TO TRANSFER AN ADDITIONAL 1 WEEKS RENT, OR IF THE PROPERTY IS MORE THAN \$300.00 PER WEEK, 3 WEEKS RENT, AS WELL AS 4 WEEKS RENT AS RENTAL BOND, WHICH WE WILL LODGE WITH THE RENTAL BOND BOARD.

**\*\*PLEASE SCAN & EMAIL YOUR APPLICATION ALONG WITH YOUR SUPPORTING DOCUMENTS TO:**  
**[rentals@leroymageerealestate.com.au](mailto:rentals@leroymageerealestate.com.au)**

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



## A. AGENT DETAILS

### LEROY MAGEE REAL ESTATE

**Address:** Po Box 146 Westmead, NSW 2145  
**Phone:** 0402 963 898 / 0403 959 703  
**Fax:** 02 8007 0566  
**Email:** rentals@leroymageerealestate.com.au  
**Web:** www.leroymageerealestate.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
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3. Lease term?

Years	Months
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4. How many tenants will occupy the property?

Adults	Children	Ages of Children
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5. Date you inspected the property:

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## C. PERSONAL DETAILS

6. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname Given Name/s

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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)

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7. Please provide your contact details

Home phone no.

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Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

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8. What is your current address?

Postcode

## D. CONTACTS / REFERENCES

9. Please provide a contact in case of emergency

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

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

1. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

2. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

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## E. OTHER INFORMATION

11. Car Registration

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12. Please provide details of any pets

Breed/type

Council registration / number

1.
2.

13. Other Information

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14. How did you find out about this property?

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

## F. 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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 NTD (National Tenancies Database)  
(h) transfer water account details into my name

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.

Signature

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Date

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**G. APPLICANT HISTORY****15. How long have you lived at your current address?**

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 Years      Months
**16. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid


**18. What was your previous residential address?**


Postcode

**19. How long did you live at this address?**

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 Years      Months
**20. 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?


**H. EMPLOYMENT HISTORY****21. 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

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 Years      Months

**22. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

Net Income

--	--	--	--

 Years      Months

**I. PAYMENT DETAILS****Property Rental**
 \$      per week

First payment of rent in advance (2 weeks):

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement  
(must be received prior to lease signing)**

**J. 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**