



# Professionals

## Residential Application Form

182C Baylis Street Wagga Wagga NSW 2650

**P** 02 6923 9900

**E** [leasing@professionalswagga.com.au](mailto:leasing@professionalswagga.com.au)

**W** [www.professionalswagga.com.au](http://www.professionalswagga.com.au)

## Residential Application Form

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

### A. AGENT DETAILS

#### Professionals Wagga Wagga

Address: 182C Baylis Street Wagga Wagga NSW 2650  
Phone Number: (02) 6923 9900  
Email Address: [leasing@professionalswagga.com.au](mailto:leasing@professionalswagga.com.au)  
Web: [www.professionalswagga.com.au](http://www.professionalswagga.com.au)

### 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. Names of all other occupants for the property

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### C. PERSONAL DETAILS

#### 6. 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)

#### 7. Please provide your contact details

Home phone no.	Mobile phone no.

Email address

#### 8. What is your current address?

Postcode

### D. UTILITY CONNECTIONS

**myconnect**

**MyConnect offer a FREE service to arrange connection of your required utilities**



**Yes, Please Contact Me**



**Interpreter service  
(tick if required)**

Unless I have opted out of this section, I/we:

Consent the disclosure of information to MyConnect (ABN 65 627 003 605) for the purpose of arranging the connection of nominated services; Confirm that you are authorised to complete a MyConnect form (including Get Connected Form, Tenancy Application Form, Online Signup) in respect of the relevant supply address; Confirm that you wish to be contacted by MyConnect (including by telephone, SMS and email) in order to: be provided with the requested service(s) and be offered additional services specific to your address; be offered consultation relating to the supply of the requested services and/or other services from utility providers; receive information about the services and other products of other third parties with whom we have a commercial relationship; consent to MyConnect disclosing personal information to the Real Estate Agent and/or the relevant utility provider(s) for the purpose of connection your supply address to the relevant service and obtaining confirmation of connection; and acknowledge that, to the fullest extent permitted by law, MyConnect shall not be liable for any loss or damage (including consequential loss and loss of profits) suffered by you or any other person or any property as a result of the provision of services via the Website or any act or omission of the relevant utility provider or for any loss caused by or in connection with any delay in connection or provision of or failure to connect or provide the nominated utilities. Further information can be found in our Collection Statement: [www.myconnect.com.au/collection-statement](http://www.myconnect.com.au/collection-statement)



**OR Tick here to opt out**

[myconnect.com.au](http://myconnect.com.au)

### E. DISCLAIMER/AUTHORITY

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 in to 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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:  
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with Tenancy Databases

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

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Date

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F. APPLICANT HISTORY	
<b>9. Time at current address?      Renting or Home Owner? (tick)</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Years           <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Months         </div> <div style="display: flex; align-items: center; gap: 10px;"> <input type="checkbox"/> Renter           <input type="checkbox"/> Owner         </div> </div>	
<b>10. Why are you leaving this address?</b> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
<b>11. Landlord/Agent details of this property (if applicable)</b> Name of landlord or agent <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Landlord/agent's phone no.	Weekly Rent Paid
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Email address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
<b>12. What was your previous residential address?</b> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
<b>13. Time at previous address?</b> <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Years         <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Months       </div>	
<b>14. Landlord/Agent details of this property (if applicable)</b> Name of landlord or agent <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Landlord/agent's phone no.	Weekly Rent Paid
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Email address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Was bond refunded in full?	If no, why?
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
G. EMPLOYMENT HISTORY	
<b>15. Please provide your employment details</b> What is your occupation? <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Employer's name (inc. accountant if self employed or institution if student) <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Employer's address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Contact name	Phone no.
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Email address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Length of employment	Net Income
<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Years <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Months	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/> p/w <input type="checkbox"/> p/f
<b>16. Please provide your previous employment details</b> Occupation      Employer's name <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Contact name	Phone no.
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Email address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Length of employment	Net Income
<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Years <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> Months	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/> p/w <input type="checkbox"/> p/f

F. CONTACTS/REFERENCES	
<b>17. Please provide a contact in case of emergency</b> Surname      Given name/s <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	
Relationship to you	Phone no.
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
<b>18. Please provide 2 personal references (not related to you)</b>	
1. Surname	Given name/s
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Relationship to you	Phone no.
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
2. Surname	Given name/s
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Relationship to you	Phone no.
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
I. PET INFORMATION	
Breed/type	Inside/Outside    Age of Pet
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
J. OTHER INFORMATION	
<b>Are you a smoker?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>I agree that I have inspected the property and the landlord is not obliged to make any improvements.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Items you believe need attending to prior to signing the lease (pending owner's approval):</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>	
K. DEPOSITS & INITIAL PAYMENTS	
In accordance with the Residential Tenancy Act 2010, I acknowledge that the reservation fee referred to in this application is subject to the following conditions:	
<ol style="list-style-type: none"> <li>The applicant is required to pay a reservation fee equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week.</li> <li>The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.</li> <li>If the Landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.</li> <li>Should the applicant advise they will not be going ahead, then the owner may keep the whole of the fee.</li> <li>During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.</li> <li>Upon signing of the lease, the following amounts will be due and payable in the form of a cheque, money order or Electronic Funds Transfer (EFT). The tenant agrees to pay the charges before possession of the premises is granted.</li> </ol>	
<b>Initial Holding Deposit (as at point 1): 1 week's rent</b> <b>Bond: 4 week's rent</b> <b>Advance Rent: 1 week's rent</b> <b>Total: 6 week's rent</b>	
Signature of Landlords agent	Date
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Signature of Applicant	Date
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>

Please provide a separate application form for each applicant over the age of 18.

To ensure your application is processed quickly we require the following information (equalling 100 points):

(Please be aware that the wrong documentation will prevent your application from being processed).

<b>Photo Identification</b> <u>(COMPULSORY)</u> Eg: Driver's Licence, Passport, Photo ID	30 Points
<b>Form of Income</b> <u>(COMPULSORY)</u> 2 x most recent Payslips or Centrelink Statement	20 Points
<b>Bank Statement</b> <u>(COMPULSORY)</u>	20 Points
<b>Motor Vehicle Registration</b>	20 Points
<b>Debit/Credit Card</b>	20 Points
<b>Birth Certificate</b>	20 Points
<b>Medicare Card</b>	20 Points
<b>Electricity or Gas bill</b>	20 Points
<b>Rental Ledger</b>	20 Points
<b>TOTAL POINTS</b>	

When an application is approved we require the following:

**Holding deposit:**

2 x Weekly rent (1 Week being a holding deposit that is forfeited if you withdraw your application)

**Bond:**

4 x Weekly rent

**Rent:**

Rent is to be direct deposited into our nominated bank account or cash in the office.