



Tenancy Application Form

Housing Radar
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PROPERTY DETAILS

StreetAddress:		
Suburb:		
LeaseTerm:	years	months
Lease commencement date:		
Rent: \$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
Names of all other applicants:		
Number of Occupants	Adults:	Children:
Ages of Children:		

PERSONAL DETAILS

Given name(s):
Surname:
Mobile:
Home Phone:
Work Phone:
Fax:
Email:
Date of Birth:

ADDITIONAL INFO

Pets:	Yes:	No:	Smokers:	Yes:	No:
If yes, please state: Pet type:					
Pet breed:					
Council registration:					

IDENTIFICATION

Drivers License No:	State:
Passport Number:	
Passport Issuing Country:	

EMERGENCY CONTACT DETAILS

Name:
Relationship:
Address:
Mobile:
Home Phone:
Work Phone:

CURRENT TENANCY DETAILS

Street Address:		
Suburb:		
Time at Address:	years	months
Rent paid: \$	<input type="radio"/> weekly	<input type="radio"/> monthly
Reason for Leaving:		
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Landlord/Agent Email:		

PREVIOUS TENANCY DETAILS 1

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	weekly	monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	yes	no
If No, please specify reasons why:		

PREVIOUS TENANCY DETAILS 2

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	weekly	monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	yes	no
If No, please specify reasons why:		

INCOME

Employment Income:	<input type="radio"/> weekly	<input type="radio"/> monthly
Other Income:	<input type="radio"/> weekly	<input type="radio"/> monthly
Other Income source(s):		

CURRENT EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment:	years	months

PREVIOUS EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment	To:	From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:		
Business Type:		
Business Address:		
Suburb:	Postcode:	
ABN:		
Accountant Name:		
Accountant Phone:		
Accountant Email:		
Accountant Street Address:		
Suburb:	State:	

PERSONAL REFERENCE 1

Reference Name:		
Relationship:		
Phone:		
Email:		

PERSONAL REFERENCE 2

Reference Name:		
Relationship:		
Phone:		
Email:		

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.
You must attach at least two forms of photo ID.

<input type="checkbox"/>	40 pts	Drivers License
<input type="checkbox"/>	40 pts	Passport PhotoPage
<input type="checkbox"/>	20 pts	Other PhotoID
<input type="checkbox"/>	20 pts	Current Payslip
<input type="checkbox"/>	20 pts	Previous 2 Rent Receipts
<input type="checkbox"/>	20 pts	Previous TenancyLedger
<input type="checkbox"/>	20 pts	Medicare Card
<input type="checkbox"/>	20 pts	Debit/Credit Card
<input type="checkbox"/>	20 pts	Bank Statement
<input type="checkbox"/>	20 pts	Utility Bill

HOLDING DEPOSIT

If you wish to reserve a property in Queensland for a short period, you may pay a Holding Deposit.

- In accordance with **Section 161(5)(a) of the Residential Tenancies and Rooming Accommodation Act 2008 (QLD)**, if a tenancy agreement is entered into, the Holding Deposit will be applied in full to the rental bond.
- The Holding Deposit is equal to **two weeks' rent** and secures the property for **24 hours** from the time payment is received.
- You must enter into the tenancy agreement before the 24-hour holding period expires.
- If you withdraw your application within the 24-hour period, the deposit will be refunded in full.
- If you fail to proceed after the holding period ends, the Holding Deposit will be forfeited.

HOLDING FEE

If you wish to reserve a property in New South Wales for a short period, you may pay a Holding Fee.

- The Holding Fee is equal to **one week's rent** and secures the property for **up to 7 days** from the time payment is received.
- A Holding Fee can only be requested **after your application has been approved by the landlord**.
- You will receive a receipt that includes the amount paid, property details, landlord and tenant names, and the holding period.
- During the holding period, the landlord must not enter into another tenancy agreement for the property.
- If you withdraw your application, the landlord may retain the full Holding Fee.
- If the tenancy proceeds, the Holding Fee will be applied to your rent.
- If you decide not to proceed and the property remains vacant during the holding period, the landlord may retain the Holding Fee as compensation for the rent that would have been paid during that time.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 2 week's rent):

\$

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. If this application is approved, I acknowledge that I will be required to make the following payments:

Rent amount:	\$	weekly	monthly
First payment of rent in advance:	\$		
Rental Bond:	\$		
Subtotal:	\$		
Less Holding Fee:	\$		
Amount payable upon signing Tenancy Agreement:	\$		

PRIVACY POLICY

Housing Radar is an independently owned and operated business. Our full privacy policy is available on our website. If you believe your privacy has been breached, please contact us using the details provided on our website and include information about the incident so we can investigate. Our process for handling and resolving privacy breaches is outlined in our current complaints handling procedures.

We collect the personal information provided in this form to assess your application for a residential tenancy. By submitting this form, you consent to Housing Radar using your information for purposes such as direct marketing, business research, and customer satisfaction surveys. We may also need to obtain information about you from previous landlords or agents, your current or former employer, and your nominated referees. Your consent for this collection is detailed below.

We may disclose your personal information to the owner of the property related to this application. If your application is successful, we may share your details with service providers involved in the tenancy relationship, including maintenance contractors and the property owner's insurers. At your request, we may also provide your information to owners of other properties.

You have the right to access and correct any personal information we hold about you. To do so, please contact our privacy officer or use the contact details listed on our website.

If you do not complete this form or provide consent, your application for a residential tenancy may not be considered or may be declined.

For more details, please refer to our complete privacy policy at: www.housingradar.com.au/privacy-policy/

CONSENT

I, the Applicant, acknowledge that I have read and understood the Privacy Statement and Privacy Policy of **Housing Radar**. I authorise Housing Radar and its agents to collect information about me from:

- My previous letting agents, landlords, current and previous employers
- My personal referees

Housing Radar may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of assessing this application:

- NTD** – 1300 563 826 | ntd.net.au
- TICA** – 1902 220 346 | tica.com.au
- RPData** – 1300 734 318 | rpdata.com
- Barclay MIS** – 1300 883 916 | barclaysmis.com.au
- TRA** – 02 9363 9244 | tradingreference.com

You may contact these RTDs directly to access personal information they hold about you. I consent to Housing Radar disclosing my personal information:

- To the owner of the property, even if the owner is located outside Australia
- To third parties such as valuers, contractors, insurance companies, bodies corporate, other agents, and tenancy default databases, where reasonably necessary for the tenancy arrangement

As your information may be emailed or stored in the cloud, Housing Radar cannot guarantee that overseas recipients will comply with Australian Privacy Principles. By signing this consent, you acknowledge and agree to this disclosure.

I also consent to Housing Radar providing confirmation details (including NMI, MIRN, and telephone number) to utility service providers. I understand that Housing Radar does not accept responsibility for any delay or failure in arranging utility connections, and that normal service provider fees or bonds may apply. Housing Radar and its employees may receive a fee or benefit from a utility service provider in relation to these connections.

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.

x

Signature

Date