

### A. AGENT DETAILS

BOKA REAL ESTATE

Address: 358 Hoxton Park Rd, Preston NSW 2171

Phone : 02 9608 2222 Fax : 02 8783 6399

Email : [info@bokarealestate.com.au](mailto:info@bokarealestate.com.au)

Please note if the following documentation is not correctly provided, your application will not be processed.

## APPLICATION DOCUMENTATION LIST

- Drivers Licence
- Passport
- Bank statements ( Current 3 months )
- Pay slips ( Current 4 Pay slips )
- Centrelink documentation
- Copy of residential tenancy agreement
- Tenant Ledger or Landlord Reference
- Proof of current address (phone bill, electricity bill etc)

### B. PROPERTY DETAILS

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

Postcode	

2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
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4. How many tenants will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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### C. PERSONAL DETAILS

5. Please give us your details

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
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Surname Given Name/s

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Date of Birth

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Medicare Card No. / Ref No.

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Driver's licence No.

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Driver's licence NSW Card No.

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Driver's licence expiry date

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Driver's licence state

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Passport no.

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Passport country/expiry date

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Pension no. (if applicable)

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Pension type (if applicable)

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6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

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Fax no.

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Email address

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7. What is your current address?

Postcode	

8. How did you find out about this property?

- |                                 |                                       |                                              |
|---------------------------------|---------------------------------------|----------------------------------------------|
| <input type="radio"/> Newspaper | <input type="radio"/> The Internet    | <input type="radio"/> Local Paper            |
| <input type="radio"/> Office    | <input type="radio"/> Office Window   | <input type="radio"/> Sign Board at property |
| <input type="radio"/> Referral  | <input type="radio"/> Other (specify) |                                              |

Following is for business owners. Please provide the following documents;

- Business registration certificates
- ABN number
- Letter from accountant for proof of income.
- BAS statements ( current )

Disclaimer: On approval for application, the following is required;

- Rent - Up front 2 weeks rent
- Bond - 4 weeks rent for bond amount.

### E. 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)

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

Date

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

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

Postcode

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

<input type="text"/>	Years	<input type="text"/>	Months
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**14. 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?

**G. EMPLOYMENT HISTORY****15. 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

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

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

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. 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.

**I. OTHER INFORMATION****19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

**J. PAYMENT DETAILS****Property Rental**

<input type="text" value="\$"/>	per week
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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)****K. 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**