



Ph: 0419 694 172  
Email: rosalind@samyakproperties.com  
ABN: 28 163 388 690

## CORPORATE APPLICATION FOR TENANCY

### 1. PROPERTY DETAILS

Address of the property: \_\_\_\_\_

Move in date: \_\_\_\_\_ Length of lease: \_\_\_\_\_ Rent: \_\_\_\_\_ Bond: \_\_\_\_\_

Proposed Use of Premises: \_\_\_\_\_

Car parks provided: \_\_\_\_\_ Number allocated: \_\_\_\_\_

### 2. APPLICANT/S DETAILS

Title: \_\_\_\_\_ Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Smoker: Y/N \_\_\_\_\_ Pets: Y/N \_\_\_\_\_ Describe if yes: \_\_\_\_\_

### 3. APPLICANT/S BUSINESS

Company Name: \_\_\_\_\_ ACN: \_\_\_\_\_

Trading as: \_\_\_\_\_ ABN: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Primary Trading Address: \_\_\_\_\_

Business Description: \_\_\_\_\_ Business experience: \_\_\_\_\_

Other Trading Locations: \_\_\_\_\_

Solicitor: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Banker: \_\_\_\_\_ Phone: \_\_\_\_\_

### 4. APPLICANT'S TENANCY HISTORY

Current Trading Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been evicted from any premises? \_\_\_\_\_



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#### 5. APPLICANT'S PROPERTIES

Address: \_\_\_\_\_

Market value (estimate): \$ \_\_\_\_\_ Monies owing (estimate): \$ \_\_\_\_\_

Address: \_\_\_\_\_

Market value (estimate): \$ \_\_\_\_\_ Monies owing (estimate): \$ \_\_\_\_\_

#### 6. OWNERS / PARTNERS / DIRECTORS (GUARANTOR/S)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 7. APPLICANT'S CREDIT HISTORY

Creditor: \_\_\_\_\_ Loan Amount: \_\_\_\_\_ Loan Period: \_\_\_\_\_

Creditor: \_\_\_\_\_ Loan Amount: \_\_\_\_\_ Loan Period: \_\_\_\_\_

Are you currently in debt to any landlord or agent? \_\_\_\_\_

#### 8. LANDLORD / LANDLORD'S AGENT

**Name:** Idealcare Pty Ltd T/as Samyak Propeties

**ABN:** 28 163 388 690

**Address:** 53 Truscott Street, North Ryde, NSW 2113

**Mobile:** 0419 694 172

**Fax:** 02 9889 8868

**Email:** rosalind@samyakproperties.com

#### 9. BUSINESS REFEREES (All referees should not be related to you)

1. \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### 10. EMERGENCY CONTACT

Next of Kin: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_



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11. ADDITIONAL CONDITIONS IF ANY

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I, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the information given in this application is true and correct.

12. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PRIVACY POLICY

The personal information the prospective tenant provided in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Person information collected about the Applicant is this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

I have inspected the above-mentioned premises and wish to take a tenancy for such premises for a period of \_\_\_\_\_ weeks/months, at a rental of \$ \_\_\_\_\_ per week/month and that the rental to be paid is within my means. I undertake to pay a rental bond as requested upon signing of a Residential Tenancy Agreement.



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RENTAL PAYMENT

I/We acknowledge that rent must always be paid in advance.

I/We acknowledge that Samyak Properties requires rent to be paid by Direct Deposit/transfer.

I/We acknowledge that Samyak Properties do accept cash, and should not have to chase us for rental payment

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **With your application, you are required to provide photocopies of...**

**Photo identification** – driver's license or passport

**Rental Ledger or rent receipts** – showing a history of your rental payments.

If you have sold your home, please provide a copy of your rates notice or water bill and the selling agent's details.

If you own your own home, please provide a copy of the latest rates notice.

**Evidence of Income** – pay slip or letter from employer. If self-employed a letter from your accountant or your last tax return. If unemployed a letter from Dept. of Social Security confirming your payments.

If you are on a work Visa, please provide a copy of your agreement Contract to confirm employment.

If lease is under Company's name, please provide a copy of the Business Registration & Corporation License.

**Proof of address** – Photocopy of current phone/mobile bill, electricity bill, etc

**References** – a written rental reference and any other written references.

**Non-residents** must provide a copy of their immigration Visa.

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### **\*\* IMPORTANT NOTICE TO ALL APPLICANTS\*\***

#### **ALL APPLICATIONS TO BE SUBMITTED BY 10AM MONDAY MORNING**

Applications that are incomplete will not be processed. Should you have any questions whilst completing the form, please contact our office on 0419 694 172.

If you are in a shared arrangement and not all are to be listed on the lease, it is essential that each person who wishes to reside in the premises complete additional application forms in full.

Every person over the age of 18 must complete an application form and provide references.

Holding deposits are not accepted until applications are approved.

Once a holding deposit is paid, and if the tenant wishes to withdraw from the application, they forfeit the deposit.

We do not accept transfers of bonds.

If your application is unsuccessful, your application and all of its attachments will be put through the shredder.

The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

The property will remain on the market until an application has been approved and deposit received.

If the application is accepted, we require – two (2) weeks or one (1) month's rent depending on preference in the rental payment. Funds are to be made payable to Samyak properties by direct deposit.

The Bond which is 4 weeks rent, must be paid to the Rental Bond board initiated by Samyak Properties by direct deposit.

#### **We will not accept cash under any circumstances.**

Our office hours are Monday to Friday 9.30am to 5.30pm. Saturday by appointment only.