

TENANCY APPLICATION - INFORMATION

Please make sure you answer all the questions and SIGN where marked and READ AND SIGN the Privacy Act Acknowledgement.

Please make sure all supporting documents, copies of driver's license, passport, tenancy ledger, visa, work permit, proof of income etc, where applicable, are attached when this application is received.

Application Approval

Your application for the premises is subject to owners approval. The owner reserves the right to reject this application without having to state any reason. Applicants should allow two (2) working days for the application to be processed. The applicant will be advised as soon as a decision on the application has been made. If approved all applicants must sign the lease agreement before the keys will be issued.

Holding Fee

A holding fee may be required. The holding fee is equivalent to one weeks rent. If the applicant decides not to take the property the agent is entitled to retain the holding fee. The holding fee will go towards the first week's rent.

Occupancy

No access will be given for any reason until all monies are paid and the lease is signed by all tenants.

First Payment

Payment must be made by purchased bank cheque or money order or by direct deposit into the above trust account. If you pay by direct transfer please allow at least two (2) working days for the funds to appear in our trust account.

Condition

Applicants accept the premises in their current condition.

Strata Units

Advanced notice may be required from tenants as to the date and time of furniture to be moved into the building. Some building have restrictions on moving times. Please check with your Property Manager.

Insurance

Please note that the owner is NOT responsible for the contents of the premises which are your property ie. furniture, clothing, jewellery etc.

Calendar Monthly Rental

Calendar Monthly Rental is calculated by dividing the weekly rent by 7 (days in a week) , multiply by 365 (days in a year) and dividing by 12 (months in a year).

Water Usage (Clauses 11 & 12)

Where the property is separately metered (this applies to houses and some townhouses) you will be billed for actual water usage per the water rates notice. Accounts will be sent quarterly, and should be paid to our office, not Sydney Water.

Service Connection

You will need to have services connected in your name prior to occupation:

Service	Provider	Number	Web
Electricity & gas (if applicable)	Energy Australia	13 15 35	www.energyaust.com.au
	AGL	13 12 45	www.agl.com.au
Telephone	Telstra	13 22 00	www.telstra.com.au
	Optus	13 33 11	www.optus.com.au

Please email, fax or deliver completed forms to:

75 Archer Street Chatswood NSW 2067
realestate@shead.com.au | telephone 8448 1200 | facsimile 9411 2765

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