

URBANNEST REALESTATE

Residential Tenancy Application - NSW

Important: Please complete all applicable sections and attach the requested supporting documents. Each adult applicant should provide their own personal, identification, income and tenancy information. Incomplete applications may delay assessment. Submission of this form does not itself create a residential tenancy agreement.

Phone

0499 001 199

Email

info@urbannest.net.au

Website

www.urbannest.net.au

Address

Lakemba NSW 2195, Australia

OFFICE / APPLICATION IDENTIFICATION

Field	Details
Application ID (Office Use)	
Date Received (Office Use)	
Property Manager (Office Use)	
Application Status (Office Use)	

1. PROPERTY & PROPOSED TENANCY DETAILS

Property Details

Field	Details
Property Address *	
Suburb *	
State	
Postcode *	
Property / Listing Reference	
Inspection Date	

Tenancy Details

Field	Details
Preferred Lease Commencement Date *	
Preferred Lease Term * (6 / 12 / 18 / 24 months / Other)	
Advertised Weekly Rent \$	
Applicant Offered Weekly Rent \$	
Number of Adults	
Number of Children	
Total Occupants	
Parking Spaces Required	

☐ I have inspected the property ☐ I have not inspected the property

Special tenancy requirements / requested arrangements:

2. PRIMARY APPLICANT - PERSONAL DETAILS

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Field	Details
Legal First Name *	
Middle Name	
Surname *	
Preferred Name	
Date of Birth *	
Mobile Number *	
Alternative Phone	
Email Address *	

Field	Details
Driver Licence Number	
Licence State	
Licence Expiry Date	
Passport Number	
Passport Country	
Passport Expiry Date	
Medicare / Health Care Card (optional)	
Pension / Centrelink Reference (if applicable)	

☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Visa ☐ Student Visa ☐ Other

Field	Details
Visa Type (if applicable)	
Visa Expiry Date (if applicable)	

3. OTHER PEOPLE TO OCCUPY THE PREMISES

List every person who will ordinarily reside at the property. Each adult applicant should complete their own confidential applicant details and documents.

Full Name	Relationship	Age	Adult / Child	Tenancy Applicant?

Additional occupants (if required):

4. CURRENT RESIDENTIAL HISTORY

Field	Details
Current Residential Address *	
Suburb	
State	
Postcode	
Move-in Date	
Length at Address - Years / Months	
Current Weekly Rent \$	
Current Housing Status (Agent / Private / Owner / Family / Other)	
Reason for Leaving *	
Current Landlord / Agent Name	
Agency Name	
Landlord / Agent Phone	
Landlord / Agent Email	
May UrbanNest contact this landlord/agent? Yes / No	

☐ Current rental ledger attached ☐ Current rental reference attached ☐ Not applicable

5. PREVIOUS RESIDENTIAL HISTORY

Provide sufficient previous residential history where applicable, particularly if you have lived at your current address for less than two years.

Previous Address 1

Field	Details
Previous Address	
Suburb / State / Postcode	
From Date	
To Date	
Length - Years / Months	
Weekly Rent \$	
Landlord / Agent Name	
Agency	
Phone	
Email	
Reason for Leaving	
Was bond refunded in full? Yes / No / N/A	
If No, reason bond was not refunded	
May UrbanNest contact this landlord/agent? Yes / No	

Previous Address 2

Field	Details
Previous Address	
Suburb / State / Postcode	
From Date	
To Date	
Length - Years / Months	
Weekly Rent \$	
Landlord / Agent Name	
Agency	
Phone	
Email	
Reason for Leaving	
Was bond refunded in full? Yes / No / N/A	
If No, reason bond was not refunded	
May UrbanNest contact this landlord/agent? Yes / No	

6. EMPLOYMENT & INCOME

☐ Full-Time Employee ☐ Part-Time Employee ☐ Casual Employee ☐ Self-Employed ☐ Contractor ☐ Student ☐ Centrelink / Government Benefits ☐ Retired ☐ Unemployed ☐ Other

Employee / Contractor Details

Field	Details
Employer Name	
Employer Address	
Employer Phone	
Employer Email	
Occupation / Position	
Employment Type	
Employment Start Date	
Length of Employment	
Manager / Supervisor Name	
Manager / Supervisor Phone	
Manager / Supervisor Email	
Net Weekly Income \$	
Net Monthly Income \$	

☐ Last 3 payslips attached ☐ Employment letter attached ☐ Other income evidence attached

Centrelink / Government Benefit Details

Field	Details
Payment Type	
Weekly / Fortnightly Amount \$	

☐ Current Centrelink Income Statement attached

Self-Employed Details

Field	Details
Business Name	
ABN	
Business Type	
Business Address	
Years in Business	
Approx. Net Weekly Income \$	
Approx. Net Annual Income \$	
Accountant Name	
Accounting Firm	
Accountant Phone	
Accountant Email	

☐ Recent tax return ☐ Business income evidence ☐ Accountant letter ☐ Other supporting document

Student Details

Field	Details
Institution	
Course	
Expected Completion Date	
Income Source	
Student Allowance \$	
Employment Income \$	
Family Support \$	
Other \$	

7. OTHER INCOME SOURCES

Income Source	Amount \$	Frequency	Evidence Attached

8. PREVIOUS EMPLOYMENT

Complete if current employment is recent or if additional employment history is relevant.

Field	Details
Previous Employer	
Position	
Employer Address	
Contact Person	
Phone	
Email	
Employment Start Date	
Employment End Date	
Net Weekly / Monthly Income \$	

9. PERSONAL REFERENCES

Please provide two references who are not immediate family members.

Reference 1

Field	Details
Full Name *	
Relationship *	
Phone *	
Email	
How long have you known this person?	

Reference 2

Field	Details
Full Name *	
Relationship *	
Phone *	
Email	
How long have you known this person?	

10. EMERGENCY CONTACT

Field	Details
Full Name *	
Relationship *	
Mobile *	
Email	
Address	
Is this person currently living with you? Yes / No	

11. PETS

☐ No pets ☐ Yes - details below

Pet Name	Type / Breed	Age	Sex	Weight	Council Reg.	Indoor/Outdoor	Desexed Y/N

Pet description / additional information:

☐ Pet photo attached ☐ Pet reference attached

12. VEHICLES

Make	Model	Year	Colour	Registration	State

13. FINANCIAL INFORMATION

Field	Details
Net Household Income - Weekly \$	
Net Household Income - Monthly \$	
Other Income \$	
Number of Financial Dependants	

Additional financial information relevant to this tenancy application (optional):

14. SUPPORTING DOCUMENT CHECKLIST

Provide clear, current copies relevant to your circumstances. Do not provide original documents with this paper application.

Identification

- ☐ Driver Licence
- ☐ Passport
- ☐ Medicare / Health Care Card
- ☐ Other Photo ID
- ☐ Birth Certificate
- ☐ Other ID

Income

- ☐ Last 3 payslips
- ☐ Centrelink income statement
- ☐ Employment letter
- ☐ Tax return
- ☐ Accountant letter
- ☐ Business income evidence
- ☐ Other income evidence

Tenancy History

- ☐ Current rental ledger / rent payment statement
- ☐ Rental reference / recommendation letter
- ☐ Previous rental ledger
- ☐ Other rental evidence

Financial / Other

- ☐ Bank statements - last 3 months (where requested)
- ☐ Visa document
- ☐ Pet reference
- ☐ Other supporting document

15. IDENTIFICATION CHECK - OFFICE USE ONLY

The two source forms used different identification point allocations. UrbanNest should confirm its final internal verification policy before use. This table is intentionally configurable.

Document / Evidence	Configured Points	Verified / Notes
Photo Driver Licence		
Passport		
Other Photo ID		
Proof of Income		
Rental References		
Rental Ledger / Rent Receipts		
Vehicle Registration		
Bank Statement		
Utility Account		
Birth Certificate		

Identification Score: ____ / 100 Status: Incomplete / Requirement Satisfied

16. ADDITIONAL INFORMATION

If you would like to tell us anything about yourself, your household, employment, income, financial circumstances, preferred tenancy arrangements or other information relevant to this application, please provide details below.

17. RENTAL BOND INFORMATION

If this application is approved, UrbanNest will confirm the applicable rental bond amount and the permitted lodgement/payment process. Where available and applicable, the applicant may be offered NSW Rental Bonds Online or another lawful method used by UrbanNest.

- ☐ I would prefer NSW Rental Bonds Online where available
- ☐ Please discuss bond lodgement options with me

18. HOLDING FEE INFORMATION

A holding fee must only be requested and handled at the appropriate stage of the application process and in accordance with applicable NSW requirements. Submission of this application does not itself require payment of a holding fee. UrbanNest will separately advise you if a holding fee becomes applicable after assessment/approval.

Field	Details (Office Use)
Holding Fee Amount \$	
Date Requested	
Date Received	
Receipt / Payment Reference	

19. PRIVACY COLLECTION NOTICE & APPLICANT AUTHORITY

UrbanNest Realestate collects personal information in this application for purposes associated with assessing and administering a residential tenancy application. Subject to applicable law and UrbanNest's privacy policy, information may be verified with or disclosed to relevant parties such as the property owner/landlord, current and previous property managers or landlords, current and previous employers, applicant-nominated referees, relevant tenancy database providers where lawfully used, bond authorities, insurers, legal advisers, tradespeople/service providers where relevant to an established tenancy, and government or statutory authorities where required or permitted.

You acknowledge that information supplied may be verified; incomplete information may prevent or delay assessment; and you should provide accurate and current information. Personal information and supporting documents should be handled securely. You may contact UrbanNest regarding access, correction or privacy enquiries. Privacy Policy: [INSERT URBANNEST PRIVACY POLICY URL].

 **IMPORTANT:** This privacy/authority wording is a working form provision based on the reviewed source applications and should receive final legal/privacy review before production use.

20. APPLICANT DECLARATION & CONSENT

- ☐ I declare that the information supplied in this application is true and correct to the best of my knowledge.
- ☐ I authorise UrbanNest Realestate to verify the information and references supplied where reasonably required to assess this tenancy application.
- ☐ I acknowledge that submission of this application does not constitute acceptance or create a residential tenancy agreement.
- ☐ I understand that this application is subject to the property owner/landlord approval and completion of any required tenancy documentation.
- ☐ I confirm that I have read the Privacy Collection Notice above.
- ☐ I consent to the collection, use and disclosure of my information for the stated tenancy application purposes, subject to applicable law.

Field	Details
Have you personally inspected the property? Yes / No	
If No, please explain	

21. APPLICANT SIGNATURE

Field	Details
Applicant Full Legal Name *	
Date *	

Applicant Signature:

By signing and submitting this application, I confirm that I have read and accepted the declarations and authorities stated above.

22. OFFICE USE ONLY - APPLICATION ASSESSMENT

Field	Details	Verification	Status
Application ID		Identification Complete	Yes / No
Property		Income Verified	Yes / No
Applicant		Employment Verified	Yes / No
Date Received		Rental Ledger Checked	Yes / No
Application Status		Documents Complete	Yes / No
Assigned Property Manager		Tenancy Database Check:	Completed / Not Completed / N/A
Weekly Rent Offered \$			
Proposed Commencement Date			
Lease Term			
Number of Occupants			
Pets Yes / No			

Reference Checks

Reference Type	Date	Contact Method	Result	Notes
Current Agent				
Previous Agent				
Employer				
Personal Reference				

Property Manager Assessment / Internal Notes:

Field	Details
Owner Decision	
Approved By	
Approval Date	
Final Status	

23. APPLICATION SUBMISSION CHECKLIST

- ☐ All mandatory fields completed
- ☐ All adult applicants identified
- ☐ Rental history completed
- ☐ Employment / income evidence attached
- ☐ References supplied
- ☐ Identification supplied
- ☐ Rental ledger supplied where applicable
- ☐ Applicant declaration completed
- ☐ Applicant signature and date completed