



TENANCY APPLICATION FORM

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.

Agency: Bergelin Property
Address: 2 / 7A Wentworth Street, Manly NSW 2095
Ph Number: 02 9977 4200
Email: admin@bergelin.com.au
Website: www.bergelin.com.au



Agent Name: Bergelin Property
Address: 2 / 7A Wentworth Street, Manly NSW 2095
Phone no: 02 9977 4200
Email: admin@bergelin.com.au

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed.

1. Property Applying For

Address		
Suburb	Postcode	
Lease Term	Years	Months
Date Property to be occupied / /		
Rent Payable for Property		
Pets		
Other applicants		

2. If self-employed, please complete the following

Company Name	
Company Address	
Suburb	Postcode
Business Type	
Position Held	
A.B.N.	
Accountant Name	
Accountant Phone	
Solicitor Name	
Solicitor Phone	

3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth / /		
Current Address		
Suburb	Postcode	
Drivers Licence Number	State of Issue	
Car Registration Number		
Alternate ID (eg passport)	No	
Pension Type	No	
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Employers Name		
Employer Phone Number		
Please provide a contact number you are available on all day		
Contact number:		

4. Utility Connection Services



P: 1300 854 478
E: enquiries@myconnect.com.au
www.myconnect.com.au

Moving home has never been easier

My Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:

When using the MyConnect service you:

- Consent to the disclosure of information to MyConnect (ABN 65 627 003 605) for the purpose of arranging the connection of nominated utility services.
- Understand and acknowledge that you are the authorised person completing a MyConnect form (including Get Connected Form, Tenancy Application Form, Online Signup) and you are confirming you wish to be contacted by MyConnect (including by telephone, SMS and email in order to:
 - Provide the requested services and be offered additional services specific to your address
 - Be offered consultation relating to the supply of the requested services and/or other services for utility providers
 - Market or promote any of the services and other products MyConnect offers in line with our participating partners
- Consent to MyConnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection
- Consent to MyConnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent
- Acknowledge that whilst MyConnect is a free service, a standard connection fee and/or deposit may be required by various utility providers
- Acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and MyConnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to you or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

☐ YES I accept the Terms. Please call me to connect my new home services

Signed:

Date:

Tenancy Privacy Statement

Please complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Bergelin Estate Agents collect personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 02 9977 4200

Email: admin@bergelin.com.au

In Person: 2 / 7A Wentworth Street, Manly NSW 2095

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond.
4. Initial rental payments must be paid in cash to Bergelin Estate Agents.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Bergelin Estate Agents that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant

Print Name

Date

Witness