

# TENANCY APPLICATION

Each person over the age of 18 must complete their own application form

NO APPLICATIONS FOR TENANCY WILL BE CHECKED UNTIL THE FOLLOWING DOCUMENTS ARE COPIED & ATTACHED TO THIS APPLICATION FORM:

1. Copy of Drivers License and/or Passport/ ID IS ESSENTIAL
2. Copy of Keycard & Medicare card
3. Copy of Rent Ledger (this must be supplied if you currently rent)
4. Copy of Periodic Inspections (this must be supplied if you currently rent)
5. Copy of your most recent Bank Statement/s
6. Copy of Pay Slip from current employer/s and/or Centrelink entitlements printout, if you are self-employed please provide a letter from your accountant state what you earned last financial year along with your ATO tax return statement & a current bank statement.
7. Copy of **written letter from employer** confirming employment. Please ensure this letter states the commencement date of employment, employed on full time, part time or casual basis (including hourly rate if applicable) and number of hours worked per week.

## OUR OFFICE DOESN'T ACCEPT FAXED APPLICATIONS

Please ensure that you call your employer/s and/or the real estate you are currently renting from to let them know that we will be calling for a reference.

Once your application for Tenancy has been handed into our office with all of the above information attached, it will take approximately 3 business days to process the application.

PLEASE NOTE: If you have seen the property but hold off putting in your application, someone else may have been approved if they put their application in beforehand.

Upon the owner of the property advising our office of their decision, you will be contacted as soon as possible.

## PLEASE NOTE:

If your application is approved, you will be required to pay a holding deposit that same day of being approved.

The holding deposit is the equivalent of one week's rent.

The balance of monies owing will be due and payable on the day you sign your lease (4 weeks rent for bond & 2 weeks rent in advance).

SHOULD THE APPLICANT DECIDE NOT TO PROCEED: THE DEPOSIT WILL NOT BE REFUNDED

\*\*\*\*THESE MONIES MUST BE PAID BY BANK CHEQUE OR MONEY ORDER ONLY\*\*\*\*

# TENANCY APPLICATION

This application must be accompanied by a copy of the applicant's driver's licence or passport

How Did You Find Out About This Property?	<input type="checkbox"/> Rent list <input type="checkbox"/> Internet <input type="checkbox"/> To Lease Board <input type="checkbox"/> Macarthur Advertiser <input type="checkbox"/> Local Agent <input type="checkbox"/> Other.....		
Rental Property	Address .....		
Tenancy Requirements	Commencement Date	Length of Tenancy	
Applicant's Full Name and Address	Name .....		
	Address .....		
Current Rental Details	Current Rent \$	How long have you lived there?	
	Agent/Landlord	Ⓡ (B)	
	Why are you leaving?		
Applicant's Contact Details	Ⓡ (Home)	Ⓡ (Work)	
	Ⓡ (Mobile)	E-Mail	
Previous Address	Address		
	Rent \$ If you owned property, where?	How long did you live there?	
	Agent/Landlord If you sold, Which Agent did you deal with?	Ⓡ (Business)	
	Why did you leave?		
Employment If self employed, please State who your Accountant is.	Current Employer	FULLTIME/ PARTIME/ CASUAL	
	Or Accountant		
	Your Position	Contact Name	
	Length of employment	Ⓡ (Business)	
Personal Details	Date of Birth		
	Drivers Licence No.	Passport No.	
	Car Registration		
	Expiry Date	Expiry Date	
Occupancy Details	Total number of Occupants who will live in this property	Pets? YES/NO	
	Number of children (if any) Ages of children	Type/Breed	
Emergency Contact Details	Name 1		
	Name 2		
	Address 1		
	Address 2		
	Relationship 1	Ⓡ (Work 1) (Work 2)	
	Relationship 2		
Personal/Business	Name	Occupation	Ⓡ (Work)
References (not relatives)			
	Bank where bank account is held:	Bank Account No:	

**I confirm the following:**

- 1. During my inspection of this property I found it to be in a reasonably clean condition  Yes /  No
- 2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

.....  
 .....  
 .....  
 .....

- 3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 4. I consent to the information provided in this application being verified and a reference check on the Tenant Reference Australia (TRA), Barclay Risk Management, being undertaken.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week/fortnight/month.

I undertake to pay a rental bond by a bank cheque made payable to **Harcourts - The Property People** and the first 2 weeks rent by a bank cheque or money order made payable to **Harcourts - The Property People** upon signing the Residential Tenancy Agreement.

**Statement Of Costs**

Rental Bond	\$
I would like to use Rental Bonds Online in order to pay my bond	YES / NO
Rent in advance from _____ to _____	\$
<b>Total</b>	\$ _____

**PLEASE NOTE THAT ALL INITIAL PAYMENTS MUST BE MADE BY BANK CHEQUE**

Applicant's Signature ..... Date: .....

Agent's Signature..... Date: .....

**NOTE**

**IF A RESERVATION FEE IS TO BE TAKEN THE FOLLOWING CONDITIONS ARE TO BE INSERTED (NSW ONLY)**

**RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS**

It is hereby acknowledged:

- 1. That the Applicant has paid a Reservation Fee of \$..... equivalent to seven days rent to reserve the premises in favour of the Applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
- 2. The premises will be reserved for the Applicant for a period of 7 days ONLY (unless otherwise agreed between the landlord and approved applicant).
- 3. That during this period, the premises will not be reserved for any other Applicant, nor will a Reservation Fee be received from any other Applicant.
- 4. The Reservation Fee will be paid towards the rent for the premises.
- 5. **That should the Applicant decide not to proceed, the deposit will NOT be refunded**

Atidote Pty Ltd t/as Harcourts - The Property People, acting for the Landlord of the premises, acknowledge receipt of the above Application and the accompanying Reservation Fee and agree to reserve the premises for the period and in accordance with the conditions above stated.



Direct Connect can help arrange for the connection or provision of the following utilities and other services:



- |             |            |                   |          |        |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas        | Phone             | Internet | Pay TV |
| Insurance   | Removalist | Truck or van hire | Cleaners |        |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



**This is a FREE service that connects all your utilities and other services.**

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

**DISCLAIMER / AUTHORITY**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:-

1. I have inspected the property located at .....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing...../...../..... for a period of .....
3. I have been informed, understand and agree that the rental for the said property is to be \$.....per week and is within my means of support.
4. (i) I have been informed, understand and agree the rental for the said property is to be paid every..... and is to be paid by the due date at all times.  
(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a ..... basis and I further warrant that I will cooperate fully to allow this inspection to be carried out on a ..... basis.
5. I have been informed, understand and agree that the bond for the aforementioned property will be \$..... and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree should the full amount of the bond not be paid by the signing of the Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the foresaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application.
8. I have been informed, understand and agree that should the Landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Tenancy Agreement (including, but not limited to, payment of rent, maintenance of premises, making good damage to the premises), that all and any such moneys expended by the Landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.
9. I further consent to the agent disclosing all personal information that they may hold for the purpose of
  - a) listing my name with a data base as a result of a tribunal order or multiple breach notices,
  - b) enforcing a tribunal order,
  - c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
10. I have been informed, understand and agree that this property may be covered by a Barclay MIS risk management plan and in this case, I further consent to the agent supplying my personal information to Barclay MIS Pty Ltd.
11. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
12. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s complying with the provisions of the Privacy Act. I have read, understood and accept the attached Privacy statement.
13. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request the contact details.

**AUTHORITY BY EACH APPLICANT**

I authorise the landlords agent:

- a) To check with my previous or current employer, my previous or current landlord/agent, and the referees names as my suitability as a tenant.
- b) To request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
- c) To report and details of the Tenancy Recording services as the agent deems necessary, including breaches of the tenancy agreement or positive reference.

**PRIVACY STATEMENT**

This agent is committed to the principles of the Privacy Act 1998(cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

Applicants Name: .....

Applicants Signature: ..... Date:...../...../.....

## TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA.

I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be used by or disclosed to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose and c) for direct marketing purposes unless I have notified you that I do not consent to my information used for direct marketing purposes. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance with the current legislation, I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.



Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

### AGENCY REQUIREMENTS:

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

**"I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section"**

Print Name of Tenant .....

Signature of Tenant.....Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading Reference Australia ©



**PUBLIC ENQUIRY DEPARTMENT**

P.O. BOX 120  
CONCORD NSW 2137

**TEL: 190 222 0346**

Calls charged at \$5.45 per minute, higher from mobile and payphones

**ABN: 84 087 400 379**

## **TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### **Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### **Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. Full details about TICA's Privacy Policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies.

### **TICA Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_