



Should there be more than one applicant a separate application form should be completed for each applicant

PREMISES

Address of premises applied for

Car space/garage number _____

APPLICANT

PERSONAL DETAILS

Title	Mr/Mrs/Miss/Ms/other	Date of Birth
Full Name _____		
Present address _____		
Phone:Work		Mobile
Phone: Home		Fax
Email _____		
Vehicle registration No.		Driver's Licence No.
Passport No.		Expiry Date
Bank or Building Society		Branch
BSB		Account Number

PERSONAL REFERENCES

Referee 1 - Name _____		
Phone:Work		Mobile
Fax		Email
Referee 2 - Name _____		
Phone:Work		Mobile
Fax		Email

EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced
Employer's name _____	
Employer's address _____	
Phone:Work	Mobile
Fax	Email

Previous employer's name _____	
Previous employer's address _____	
Phone:Work	Mobile
Fax	Email
Period of employment	to

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name _____	
Address _____	
Phone:Work	Mobile
Phone: Home	Email

TENANCY HISTORY

Name of present Landlord/Agent _____	
Phone:Work	Mobile
Email _____	

How long at present address Current rent paid \$

Name of previous Landlord/Agent _____	
Phone:Work	Mobile
Email _____	



Address of previous Premises rented

OCCUPANT(S) DETAILS

Number of persons who will occupy premises:

Adults Children Ages of Children

Pets Yes/No If Yes, number and type

Smoker Yes/No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant

Date

DETAILS OF RENTAL

Type of premises:

Furnished/Unfurnished

Rent \$ per

commencing from for a period of Months/Weeks

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on at am/pm

INITIAL PAYMENT

Rental Bond	\$ <input type="text"/>
Rent <input type="text"/> Months/Weeks <input type="text"/> days to <input type="text"/>	\$ <input type="text"/>
Residential Tenancy Agreement preparation fee	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less Reservation Fee	\$ <input type="text"/>
Total	\$ <input type="text"/>

Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$ equivalent to days rent to reserve the premises in favour of the Applicant for a period of days from to (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.



6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ per week and that the

rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i to reserve the Premises for the period and in accordance with the conditions above stated,
- ii to notify the applicant within the reservation period whether or not the application has been approved,
- iii and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides 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. Personal information collected about the Applicant in 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

Real Estate Agent's Signature

Date

Note: A copy of this document shall immediately after signing be delivered to the applicant for retention.

OFFICE USE ONLY

References checked by

Employment _____

Present Landlord/Agent _____

Previous Finalised Credit _____

Bank _____

References _____

Notes _____

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 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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults 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 previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.***

Print Name of Referee 1

Gender Date of Birth Drivers Licence.....

Address

Home Phone..... Mobile

Signature of Referee

Print Name of Referee 2 Drivers Licence.....

Gender Date of Birth

Address

Home Phone..... Mobile

Signature of Referee

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any lawful purpose. 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). **"I have read and I understand the above information"**

Print Name of Tenant

Signature of Tenant..... Date

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. 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



TENANCY APPLICATIONS CHECKLIST

To process an application we require the following information to be supplied on **separate pages** plus a completed and signed tenancy application form.

- Signed TRA [Trade References Australia] Form
- Photo ID – Either a Passport, Australian Drivers License or Photo ID Card
- Current pay slip or bank statement
- Tenancy Ledger from current agency if applicable
- Current or recent electricity bill
- Copy of a credit card or medicare card

On approval of an application all money due must be paid in full by the use of electronic funds transfer or at a Westpac Bank into the account below:-

Bank Westpac

Branch Narrabeen

Account Name Owners Online Rental Trust

BSB Number 032 098

Account Number 202917