



GLOWROAR PTY LTD T/AS BROUGH REAL ESTATE ABN 53 056 002 950
28 HERCULES STREET ASHFIELD NSW 2131
Phone: 8753 2326 **Fax:** 9797 0324
Website: www.broughrealestate.com.au **Email:** propertymgt@brough.net.au

APPLICATION

Once you have filled out the Application for Tenancy and provided us with as much information indicated as possible, we will start the process of checking your application. If the information requested at the bottom of the page supplied with the completed Application for Tenancy (attached), then the application should be processed within 24 hours.

Sometimes we are unable to contact referees or the landlord and therefore there may be some delays. There may also be an insufficient amount of information provided, and this may cause an unnecessary delay.

Our property managers will see if it is appropriate to leave a Reservation Fee, **but remember** if you change your mind you could forfeit the reservation fee.

IF YOU ARE APPROVED

The Date: When you are notified that you have been approved, we will arrange a time for you to come and sign the Tenancy Agreement at the office. All parties to the agreement must attend and sign the Tenancy Agreement. An appointment must be made to sign the agreement within 24 hours of approval and that date will be the Tenancy Agreement Commencement.

Signing Up: Once you arrive at the office we will go through your Tenancy Agreement with you and answer any questions you may have. We also have a set of **special conditions** which we will explain and these will be attached to the Tenancy Agreement.

Bond Money: A bond lodgement form must also be signed and paid in full either by Money Order or Bank Cheque. **We cannot accept any Personal Cheques or Cash.** Make sure you have the correct amount of bond or we will **unable** to give you the keys to the property.

What else do I pay? When you have signed the Tenancy Agreement you will **pay 2 weeks in advance**, less the Reservation Fee and a \$15.00 lease preparation fee.

In summary we will need two money orders:

- 1) For the Rental Bond Board the exact amount payable to Rental Bond Board**
- 2) Rent Plus Lease Fee made payable to Brough Real Estate**

BANK DETAIL

Please bring your banking details with you when you are signing up, as you will need to register with DEFT for Direct Debit. Your property manager will help you to register.

IF YOU ARE NOT APPROVED

If the owner's declines your application and you have left a Reservation Fee, we will refund you Reservation Fee in full. This amount can only be refunded in the form of a **Trust Account Cheque (as required by law)**. You must also provide us with the reservation fee receipt that was given to you.

If at any time you have questions please contact the property manager who manages the property **Anthony** 8753 2305, **Michael** 8753 2302 or **Michelle** 8753 2306 and they will be glad to provide you with assistance.



GLOWROAR T/AS BROUGH REAL ESTATE ABN 53 056 002 950

28 Hercules Street, Ashfield **Phone:** 8753 2326 **Fax:** 9797 0324

Website: www.broughrealestate.com.au **Email:** propertymgt@brough.net.au

Date: / / 2010 **APPLICATION FOR TENANCY** Rep _____

A separate Application Form is required for each applicant.

The applicant must have inspected the property before completing this Application.

Address of Premises: _____ **Rent \$** _____ **Term:** _____

Name of **APPLICANT:** _____
(family name) (given names)

Current Address: _____ State: _____ Postcode _____ Period of tenancy: _____

Rent Paid: \$ _____ Landlord/ Agent: _____ Phone: _____

Previous Address: _____ State: _____ Postcode _____ Period of tenancy: _____

Rent Paid: \$ _____ Landlord/ Agent: _____ Phone: _____

Personal Details

Phone Numbers: - Home: _____ Work: _____ Mobile: _____ Email: _____

Marital Status – Married / Single Children _____ Ages: _____ No. of persons to occupy premises: _____

other person occupying the premises: _____

other person occupying the premises: _____

other person occupying the premises: _____

Emergency Contact: Name: _____ Home: _____ Work: _____ Mobile: _____

Address: _____ Email: _____

How did you find property: Newspaper Internet Sign Board Rental List Referral Other _____

References:

Reference 1: _____ Address: _____ Ph: _____

Reference 2: _____ Address: _____ Ph: _____

Employment Details - Occupation: _____ Part time / full time / casual _____

Employer's Name: _____ (Company): _____ Employers Phone: _____

X Length of Employment: _____ **Pay Cycle:** Weekly / Fortnightly / Monthly

Day/date: X _____ **Wages: \$** _____

Rental Payment DIRECT DEBIT BY DEFT OR AS NOMINATED BY LANDLORD /AGENT

I confirm the following:

1. During my inspection of this property I found it to be in a clean condition. Yes/No (circle one)
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 confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

How I can help my application:

In order for the landlord to assess your application and your suitability as a tenant for the property, it truly helps to provide as much information as possible, and therefore providing us with copies of the following documents will be beneficial and expedite the whole process:

- ~ Drivers Licence ~ Birth Certificate ~ Passport ~ Medicare Card ~ Current Bank Statement
- ~ Current ATM Receipts ~ Current Pay Slip/Letter of Employment ~ Credit Card Details ~ Copy of Lease
- ~ Rental Ledger ~ Social Security Documents ~ Letter of Recommendation from Agent/Landlord

Reservation Fee and Acknowledgment of Reservation Conditions:

- I, _____, the Applicant, acknowledge
1. That I have paid a **RESERVATION FEE** of \$ _____ equivalent to ____ days rent to take the property off the market from _____ to _____ to reserve the premises in my favour for ____ days (calculated on the basis that one day reserved equals one day's rent) and that during this period the premises will not be reserved by the Owner's Real Estate Agent in favour of any other Applicant nor will the Agent obtain a Reservation fee from any other Applicant.
 2. That should I decide not to proceed, the above Reservation Fee or part thereof shall be forfeited to the Owner of the premises.
 3. That should the Owner decide not to proceed, the above Reservation Fee shall be forthwith refunded in full to me in the form of a Trust Account Cheque.
 4. That if the Owner approves my application the above Reservation Fee will, on completion of the lease, be credited towards payment of rent and/or rental bond.
 5. That I accept that the Owner or his Agent may check the information supplied by me in the above application and I approve enquires of the referees being made for this purpose.
 6. That I will make no claim or demand on, nor commence litigation against, the Owner or his Agent should the premises be found to be unavailable for any reason whatsoever – other than the refund of the Reservation Fee.

I, _____ do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that I wish to lease the above mentioned premises for a period of _____ weeks, at a rental of \$ _____ per week and that the rental is within my means. I undertake to pay a rental bond by money order for other approved method as requested upon the signing of Residential Tenancy Agreement.

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 the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 obligation 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.

Signature: _____ **Witness:** _____ **Agent:** _____

Two BANK CHEQUES or MONEY ORDERS ONLY will be required for initial payment prior to commencement of lease. No cash or personal cheque be accepted.		
<i>to be made out to:</i>		
1) RENTAL BOND BOARD (bond four (4) weeks rent)		\$ _____
2) BROUGH REAL ESTATE (balance due as below)		\$ _____

Rent in Advance ____ weeks/ ____ cal month	\$ _____ : _____	Period of TENANCY: _____ weeks
Residential Tenancy Agreement FEE	\$ 15 : 00	Lease SIGNING Date/Time: ____/____/ 2010 @ _____
Total	\$ _____ : _____	Lease START Date: ____/____/ 2010
Less Reservation Fee: RN _____	\$ _____ : _____	Lease EXPIRY Date: ____/____/ 20____
BALANCE DUE	\$ _____ : _____	

If you dispute any part of the amount specified by the agent in this account, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. By law legal action to recover the amount specified in the itemised account cannot be commenced until 28 days after it has been served on you.

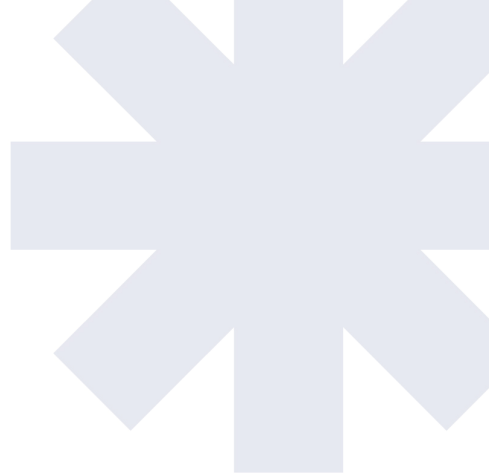
Signature of Applicant/s **Signature of Agent** **Date**

Rental Payments

No Cash payments are accepted at our office

All Rent payments are payable by the following method only or as nominated by landlord / agent:-

1) DIRECT DEBIT BY DEFT **BANKING DETAILS:** Office Set Up Direct Debit ____/____/____ @ _____
 Password – Private & Secure



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. 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, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason 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. 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.

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