

FIRST: PLEASE READ THESE IMPORTANT INSTRUCTIONS AND NOTES

Each person over 18 years of age who will be residing at the property **must** complete a **separate** application form.

You **must** complete all relevant sections of this form **and** supply all required **support documents**. This application will be returned to you **if it's not complete, it's illegible, or not signed** in 3 places.

If your application is successful, you must pay a **holding deposit** equal to one week rent to secure the property while your lease and the property are prepared for you.

When you sign the lease, you will be required to pay by **money order or bank cheque or credit card**: 4 weeks rent for Bond, plus 2 weeks rent, plus a \$15.00 lease fee, (less your holding deposit).

Property Applied For

Address: _____ Lease Term: _____

Viewed: ___/___/___ Rent: _____ p/w When would you like to commence your lease: _____

Applicant's Details

Name: _____ DOB: ___/___/___

Home Phone No: _____ Mob: _____ Work: _____

Email: _____ 18+ Card No: _____

Driver's Licence No: _____ State: _____ Passport No: _____ Country: _____

Have you ever been evicted from a property? **YES / NO** Are you in debt to any landlord or agent? **YES / NO**

SUPPORT DOCUMENT REQUIRED: **You must supply proof of identity for this section:** eg: drivers licence; passport; 18+ card or birth certificate; **plus** a Medicare card, **plus** bank/credit card or eftpos card

Your Current Address

Address: _____

How long have you been there? _____ Are you **renting / owner / sold / never rented**

Landlord/Agents Name: _____ Phone: _____

Rent paid: _____ p/w Reason for Leaving: _____

SUPPORT DOCUMENT REQUIRED: **You must provide proof of address for this section:** a utility invoice or bank statement in your name and with this current address. If you are renting at this address, you must supply a recent **TENANT LEDGER**. If you **OWN** this current address or have recently sold it, you must provide a recent rates notice and contact details for the selling agent.

Your Previous Address

Address: _____

How long were you there? _____ Rented / owned / sold

Landlord/Agents Name: _____ Phone: _____

Rent paid: _____ p/w Reason for Leaving: _____

If you are **employed**, complete the next section. If you have changed employer in the last year, you **must** also complete the section for **Previous Employment** that follows. If you are **self employed** skip these two sections and complete **Business Details for Self Employed Applicants** below

Current Employment

Occupation: _____ Income: _____ p/w p/f p/m Duration: _____

Employer: _____ Contact Name: _____

Employment Address: _____ Phone: _____

SUPPORT DOCUMENT REQUIRED: You must provide proof of income for this section: a recent payslip or bank statements showing your regular income. IF YOU ARE RECEIVING CENTRELINK PAYMENTS you need to supply your most recent Centrelink Statement.

Previous Employment

Occupation: _____ Income: _____ p/w p/f p/m Duration: _____

Employer: _____ Contact Name: _____

Employment Address: _____ Phone: _____

SUPPORT DOCUMENT REQUIRED: You must provide proof of income for this section: your last payslip or bank statements showing your regular income from this source. IF YOU WERE RECEIVING CENTRELINK PAYMENTS you need to supply your last Centrelink Statement.

Business Details for Self Employed Applicants

Occupation: _____ Income: _____ p/w p/m

Business Name: _____ ABN/ACN No: _____

Business Address: _____

How long in this business: _____ What does the business do: _____

SUPPORT DOCUMENT REQUIRED: You must provide proof of income for this section: your most recent tax assessment, or a letter from your accountant on their letterhead regarding your income.

Proposed Occupants

Number of Adults: _____ Number of Dependents: _____

Full name of all occupants that will be residing at the premises:

1. Name _____ Age: _____ 4. Name _____ Age: _____
2. Name _____ Age: _____ 5. Name _____ Age: _____
3. Name _____ Age: _____ 6. Name _____ Age: _____

Pets

Type/Breed: _____ Inside/Outside

Type/Breed: _____ Inside/Outside

Use of Premises

Will this property be used for **business** purposes: **YES / NO**

Referees

Income Referee: _____ Ph: _____ Relationship _____

Income Referee: _____ Ph: _____ Relationship _____

Personal Referee: _____ Ph: _____ Relationship _____

Personal Referee: _____ Ph: _____ Relationship _____

Your Emergency Contact

Name: _____ Relationship: _____

Address: _____

Phone Home: _____ Mob: _____ Work: _____

Method of Payment

HIGHLANDS PROPERTY DOES NOT HOLD CASH ON THE PREMISES

How would you like to pay your regular rent: **Direct Debit / Direct Credit / Credit Card / Money Order / Cheque**

Additional Requirements/Conditions

Landlord's Agent

NAME: HP Bowral Pty Ltd trading as Highlands Property

ADDRESS: PO Box 2074
Bowral NSW 2576

Email: info@highlandsproperty.com.au

Website: www.highlandsproperty.com.au

ABN: 68 056 130 182

Phone: 02 4861 0666

Fax: 02 4861 0688

Terms of Application

The Applicant (You) declares:

- (1) that all of the above details are true and correct
- (2) that the Agent (We/Us) are authorised to contact the listed referees and conduct checks on You through any tenant and trade reference check organization that We may be affiliated with
- (3) that You are not bankrupt or insolvent.

You agree that:

- (1) You have inspected the Property and accept its condition
- (2) upon being notified of the acceptance of this Application by the Landlord, You will rent the Property from the Landlord under a Tenancy Agreement and pay Bond and rent amounts to Us by a method acceptable to Us
- (3) all payments by You to Us prior to occupancy will be made with cleared funds
- (4) You will sign the Tenancy Agreement forthwith upon presentation of it to You by Us
- (5) this Application, unless accepted, creates no contractual or legal obligations between You and Us
- (6) if this application is not approved, We are not required to give You any reason for that non approval.

Privacy Statement

We must collect and use personal information about You to provide the service requested by You.

You agree that We may collect, use and disclose personal information about You in accordance with and subject to the *Privacy Act 1988* (CTH): for processing this Application and determining Your suitability as a tenant; marketing and administration in Our business; and as required to satisfy various legislative and regulatory requirements of Us.

Without provision of certain information by You, We may not be able to act effectively or at all for You or for Our other clients. You have the right to request Us to provide details of all information We hold about You and also to correct any inaccurate or out of date information. Our full Privacy Policy statement is available at Our office or on Our website.

Signatures

Applicants Signature: _____ Date: ___/___/___

Highlands Property will check the reference information you provide in this Application, particularly with your employer and any prior landlord or landlord's managing agent.

By signing below you consent to the use by Highlands Property of all your private information disclosed herein for the purpose of checking with the referees you provide with this Application.

Highlands Property may also check your personal and reference information against tenancy reference databases. These are databases that are permitted by law to accumulate reference information about tenants, and their adherence to lease terms.

One of these databases is **TICA Default Tenancy Control** Pty Ltd (ABN 84 87 400 379). TICA is a tenancy database that records tenants' personal information from its members (such as Highlands Property) including tenancy application inquiries and tenancy history. As TICA may hold private information about you, please read the **TICA Disclosure** and further information about TICA is provided at the bottom of this page.

Another of these databases is **Trading Reference Australia** Pty Ltd (ABN 72 098 231 219). TRA is a database accessed by real estate agents, video stores, commercial agents, banks, utility companies, other persons, organisations and institutions. If we search the TRA database and your identification appears with "Refer to Agent" beside your name we will call the listing agency to exchange information and establish why your details have been entered on the register. We will inform you of the listing and give you the right of reply. Please read the **TRA Disclosure** on the next page, print your name clearly, sign, and date.

By signing below you acknowledge that you have read and understood the TICA and TRA Disclosures herein.

By signing below you also consent to the disclosure by Highlands Property to TICA and TRA of: your personal information, so that we can collect information from TICA and TRA about your tenancy history; **and**, any breach of your lease if such event occurs in future. Without this consent we may not progress any further with your Application.

APPLICANTS NAME: _____

APPLICANTS SIGNATURE: _____

For Highlands Property: _____ Date: _____

Highlands Property

445 Moss Vale Road, Bowral 2576 T: 02 4861 0666 F: 02 4861 0688

TICA Disclosure

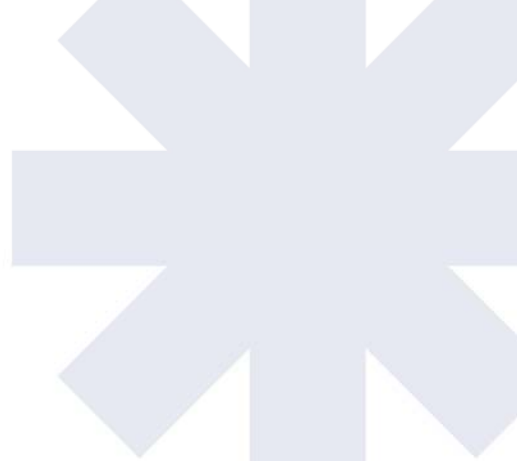
As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 87 400 379) is a tenancy database that records tenants personal information from its members (such as Highlands Property) including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that TICA may hold on any of its databases. You can obtain your information from TICA (proof of identity will be required) by phone: 190 222 0346 - calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone); or by writing to: TICA Public Inquiries, P O Box 120, Concord NSW 2137 - a fee of \$14.30 plus stamped self addressed envelope is required.

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

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

Details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on the Helpline 190 222 0346 (call charges as above).



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. 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. 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