

RESIDENTIAL TENANCY APPLICATION FORM

PLEASE ASSIST US BY IDENTIFYING WHICH ADVERTISING SOURCE YOU USED TO DISCOVER THIS PROPERTY

- SYDNEY MORNING HERALD
- WENTWORTH COURIER
- INNER WESTERN COURIER
- SOUTHER COURIER
- NORTH SHORE TIMES
- MOSMAN DAILY
- DOMAIN.COM.AU
- REALESTATE.COM.AU
- CHARLESSTUART.COM.AU
- OTHER (PLEASE STATE) _____

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS

LAST 4 RENT RECEIPTS	50 POINTS
DRIVERS LICENCE	40 POINTS
PAYSLIP OR LETTER OF EMPLOYMENT	40 POINTS
PASSPORT	40 POINTS
MINIMUM 2 REF FROM PREVIOUS L/L AGENT	20 POINTS
CURRENT MOTOR VECHILE REGO PAPERS	10 POINTS
COPY OF BIRTH CERTIFICATE	10 POINTS
COPY OF PREVIOUS TELSTRA/ELEC/GAS/BANK ACC	10 POINTS

SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE SPEAK TO THE PROPERTY MANAGER

APPLICATION FOR TENANCY

A. PROPERTY DETAILS

1. ADDRESS OF PREMISES

POSTCODE

2. HOW MANY TENANTS TO OCCUPY THE PROPERTY?

ADULTS

CHILDREN

3. PETS

TYPE OF PET

B. PERSONAL DETAILS

4. PLEASE GIVE US YOUR DETAILS

MR MS MISS MRS OTHER

SURNAME GIVEN NAMES

DATE OF BIRTH VECHILE REGISTRATION

DRIVER LICENSE NUMBER EXPIRY DATE STATE

PASSPORT NUMBER PASSPORT EXPIRY DATE

HOME PHONE MOBILE PHONE

WORK PHONE FAX NO.

EMAIL ADDRESS

ADDRESS

POSTCODE

NEXT OF KIN

ADDRESS

POSTCODE

MOBILE NO.

HOME / WORK

C. APPLICANT HISTORY

5. HOW LONG HAVE YOU LIVED AT YOUR ADDRESS?

YEARS

MONTHS

6. LANDLORD / AGENT DETAILS OF THIS PROPERTY

(if applicable) Name of Landlord or agent / contact name

LANDLORD / AGENT PHONE NUMBER

WEEKLY RENT PAID

8. PHONE NO. NAME OF PREVIOUS LANDLORD OR AGENT

LANDLORD / AGENT PHONE NUMBER

WEEKLY RENT PAID

9. HOW LONG HAVE YOU LIVED AT THIS ADDRESS?

D. EMPLOYMENT HISTORY

10. PLEASE PROVIDE YOUR EMPLOYMENT DETAILS

OCCUPATION

EMPLOYER'S NAME (inc. accountant if self employed or institution if student)

EMPLOYER'S ADDRESS

POSTCODE

CONTACT NAME

PHONE NO

PERIOD OF EMPLOYMENT

YEARS

MONTHS

RESERVATION OF PREMISE

1. Subject to the acceptance of this application and in the consideration of the payment of \$ _____ the applicant wishes to reserve the premise for _____ days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgement of this application and a receipt of monies.
2. Should the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is totally refundable.
3. If the applicant advises that he does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.
4. During the reservation period no less will be taken from any other application nor will the premises be reserved in another's favour.

THE APPLICANT STATES THAT:

The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.

- He/she is not bankrupt or insolvent.

- The premises have been inspected and any rental bond or initial payment will be made in cash or bank/building society cheque.

TENANCY TERMS

PERIOD _____ WEEKS / MONTHS COMMENCING ON ____/____/____

RENTAL \$ _____ PER WEEK

FIRST PAYMENT IN ADVANCE \$ _____

RENTAL BOND \$ _____

LEASE PREPARATION FEE \$15.00

UTILITY PROCESSING FEE \$15.00

SUB TOTAL \$ _____

LESS DEPOSIT \$ _____

TOTAL AMOUNT PAYABLE \$ _____

Applicant Signature

***ALL PAYMENTS FOR NEW LEASES MUST BE BY BANK CHEQUE OR MONEY ORDER**

PLEASE BE ADVISED NO CASH OR PERSONAL CHEQUES WILL BE ACCEPTED.

I CONSENT TO THE INCLUSION IN CHARLES+STUART DATABASE TO BE SENT PROPERTIES ON OFFER

APPLICATIONS FOR TENANCY PRIVACY ACT 1988 COLLECTION NOTICE

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 landlords and their advisers, 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. Charles & Stuart also include your details on our tenant database in order to send you current properties on offer. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under the 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 Charles & Stuart, 23-25 Bay Street, Double Bay, 9327 6444, enquiries@charlesstuart.com.au. You 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. Please note your consent to the above Privacy Act Collection Notice:

Applicant (1) Name

Applicant Signature

Email Address

Applicant (2) Name

Applicant Signature

Email Address

NOTE: The Applicant agrees to the Agent verifying the reference

TRADING REFERENCE AUSTRALIA

Agency Name _____

Agency Phone _____ Agency Fax _____

Address Property Applied For _____

Suburb _____ State _____ Post Code _____

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 / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord / Video Store 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my and or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my and / or the company's details have been entered on the register. 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 / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 / or 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 / Video store 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 or the Agent 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 sue 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 _____ DOB _____

Address _____ Home Phone _____

Mobile _____ Signature of Referee _____

PRINT NAME OF EMERGENCY CONTACT _____ Gender _____ DOB _____

Address _____ Home Phone _____

Mobile _____ Signature of Emergency Contact _____

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:

- Real Estate Agents and Landlords to assist them in evaluating applications for leases.
- Video stores to evaluate applications for Memberships.
- Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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. If a personal search is required please print out the Personal Disclosure and Application Form located in the "Contact Us" field found on the TRA website. Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Postal Address: Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 Phone: 02 9363 9244 Fax: 02 9328 2861 Email info@tenantreference.com.au www.tradingreference.com

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Once we have received this application we will call you to confirm your details. Direct connect will make reasonable efforts to contact you within the first 24 hours of the nearest working day on receipt of this application to confirm the information on this Application and explain the details of the service offered. Direct Connect is a utility one stop connection service. Please tick utilities as required

Electricity Gas Phone Internet Pay TV

If you have ticked any of the utilities for connection, please sign below.
Please see website for further details / disclaimer.

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.