

<b>PLEASE FAX TO 1300 388 488</b>	Please provide a copy of photo ID and a recent payslip with this application. (100 Point ID Check will be required)
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<b>PROPERTY/TENANCY DETAILS</b>			
Property Address Applied for:			
Rental Price: \$ /wk	Commencement date: / /	Lease Term: <input type="checkbox"/> 6 mths <input type="checkbox"/> 9 mths <input type="checkbox"/> 12 mths	
Total No. of occupants:	Adults:	Children(ages):	Smokers <input type="checkbox"/> YES <input type="checkbox"/> NO    Pets <input type="checkbox"/> YES <input type="checkbox"/> NO
Names of other people to occupy the premises:			
<b>PERSONAL DETAILS</b>			
Title:	Surname:	Given Names:	Middle Name:
Mobile:	Work Phone:	Home Phone:	
Email:			
Date of Birth:	<input type="checkbox"/> Australian Passport No:	Australian Resident: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Drivers Licence No:	State:	Vehicle Reg No:	State:
<input type="checkbox"/> International Passport Holder Country:	Visa Type:	Visa Expiry:	
<b>APPLICANT HISTORY</b>			
<b>CURRENT ADDRESS:</b>		Suburb:	State:    Postcode:
Current Rent: \$ /wk	Length of Occupancy? yrs    mths	Why are you leaving?	
Landlord/Agency Name:			Phone:
<b>PREVIOUS ADDRESS:</b>		Suburb:	State:    Postcode:
Rent Paid: \$ /wk	Length of Occupancy? yrs    mths	Why are did you leave?	
Landlord/Agency Name:			Phone:
<b>EMPLOYMENT HISTORY</b>			
Employer:		Occupation:	
Length of Employment: yrs    mths	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	Salary: \$	
Manager Contact:		Manager Ph:	
Employer Address:		Suburb:	State:    Postcode:
<b>REFERENCES</b> (Please provide two personal references (not related to you))			
Name:	Relationship:	Phone:	
Name:	Relationship:	Phone:	
<b>EMERGENCY CONTACT</b>			
Name:	Relationship:	Phone:	
<b>OTHER - STUDENT INFORMATION</b> (If financially supported supply copies of recent bank statements)			
Place of Study:		Course undertaken:	
Source of Income:		How much received per month:	
<b>Signature of Applicant:</b>			<b>Date:</b>
By signing this document I give permission for Focus Property Management & its authorised agents to conduct reference checks as required to verify any information given on this application. I also declare that all information is true and accurate and subject to owner's approval.			
<b>Rent can be paid monthly in advance. Monthly Rent calculation = [ 1 Week Rent + 7 days ] x 365 days + 12 months</b>			
<b>I ACKNOWLEDGE THAT RENT IS PAYABLE VIA DIRECT DEBIT.</b>			
<b>HOLDING FEE</b> - Upon approval of your application a holding fee equivalent to 1 week's rent will be required to be paid. Once payment has been made please advise us of your receipt number. The applicant understands that should they not enter into a Residential Tenancy Agreement and the premises is not let or otherwise occupied during the reservation period, the landlord may retain the portion of the Reservation Fee representing the rent that would have been paid during the reservation period (Based upon the proposed rent).			

## PRIVACY POLICY

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your 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 these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

We may also disclose your personal information in order to: Allow trades people or equivalent organizations to contact you, Lodge/claim/transfer to/from the Residential TENANCIES Bond Authority, Refer to Tribunal/Courts & Statutory Authorities (where applicable), Refer to collection agents/lawyers (where applicable).

Focus Property Management complies with laws protecting your privacy. The information you provide to Focus Property Management will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Focus Property Management or do not wish Focus Property Management to use your information for purposes other than in accordance with this Agreement, please contact our Privacy Officer on 02 9229 0000. You may obtain a copy of our Privacy Policy by visiting our website [www.focuspropertymanagement.com.au](http://www.focuspropertymanagement.com.au)

Agency Name: Focus Property Management (Aust) Pty Ltd    Agency phone: 02 9229 0011    Agency Fax: 1300 388 488

### Property Address applied for:

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Trading Reference Australia 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 behavior of the tenant legally or financially.***

*"I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, 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, 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, organisations or any other members for the reason of locating me for any lawful purpose and I hereby consent to such use And disclosure of that information for that reason. 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).*

*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.*

**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](mailto:info@tenantreference.com.au) Web: [www.tradingreference.com](http://www.tradingreference.com) ABN 72 098 231 219.**

*This document can only be used by current TRA members and is Copyright to Trading Reference Australia Pty Ltd.*

*"I have read and I understand the above information" and I undertake to pay the monies detailed below payable by Direct Debit upon signing the Residential Tenancy Agreement*

<b>Rental Bond Amount</b>		<b>Rent in Advance</b>	
\$	:	\$	:
<b>Print Name of Tenant</b>		<b>Signature of Tenant</b>	
<b>Date</b>	/	/	/

**connectnow.** T 1300 554 323 | F 1300 889 598  
E: [info@connectnow.com.au](mailto:info@connectnow.com.au)  
Web: [www.connectnow.com.au](http://www.connectnow.com.au)  
**ID: 13924**

### Your free no obligation utility connection service

If you would like connectnow to contact you to discuss the connection of electricity, gas and telephone (if applicable) to your new home then tick the box below. Connectnow will then contact you and explain the details of the services available. While the Connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Connectnow service. This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow

**PRIVACY POLICY:** The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order

Yes Please call me to connect

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_