

# Foxwood Property Management Residential Tenancy Application Form.



Foxwood Property Management  
1300 303 070 Phone  
(02) 8231 6408 Fax  
Level 1, 31-33 Knox Street  
Double Bay NSW 2028  
leasing@foxwood.com.au  
www.foxwood.com.au

For your application to be processed you must answer all questions

## A. PROPERTY DETAILS

1. Rental property address:	<hr/>		
2. Lease commencement date?	Day:	Month:	Year:
3. Lease term?	Years:	Months:	
4. How many people will normally occupy the property?	Adults:	Children:	
5. Do you or anyone intending to share the property with you, smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Do you have any pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please provide details: Type/breed:

## B. PERSONAL DETAILS

7. Please provide your details

Mr    Ms    Miss    Mrs.    Other, please specify:

Given name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's licence number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ State: \_\_\_\_\_

Passport no: \_\_\_\_\_ Country: \_\_\_\_\_

Pension no. (If applicable): \_\_\_\_\_ Pension type: \_\_\_\_\_

8. Please provide your contact details:

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

9. Current address: \_\_\_\_\_

## C. UTILITYCONNECTIONS

CN ID: 15420



Connecting Your Utilities Has Never Been Easier

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity and Gas connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

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.

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application.

Please contact me to arrange my utilities and home moving services - YES  Tick the box for this free service!

If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date. ConnectNow will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by ConnectNow may be accessed by contacting ConnectNow on the contact details above. Normal service provider fees or bonds may apply. Please refer to **Section "L – Declaration"**



**I. PLEASE NOTE**

- Initial payments must be made by bank cheque or money order within 24 hours after approval of application – NO personal cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**J. CONFIRMATION**

**I confirm the following:**

1. During my inspection of this property, I found it to be in a reasonably clean condition Yes No
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.

**K. APPLICATION**

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to Foxwood Property Management upon signing the Residential Tenancy Agreement.

**Statement of Costs**

Rental bond	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
Rent in advance (one calendar month)	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
Residential Tenancy Agreement fee (50%)	<div style="border: 1px solid black; width: 150px; height: 20px; text-align: center;">\$ 15.00</div>
Total	<div style="border: 2px solid black; width: 150px; height: 20px; text-align: center;">\$</div>

**If a reservation fee is being paid on the property, the following conditions will apply:**

1. The Reservation Fee of \$ \_\_\_\_\_, is equivalent to one week’s rent to reserve the premises in favour of you for the period of seven days.
2. That during this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
3. That should the Landlord decline the application, the Reservation Fee will be refunded to the applicant in full.
4. That should the Landlord accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation fee to the applicant on a pro-rata basis.
6. That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of EFT.

**Foxwood Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Reservation Fee and agree:**

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To notify the applicant within the reservation period whether or not the applicant has been approved.
3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

<div style="border: 1px solid black; width: 350px; height: 20px; text-align: center;">applicant’s signature</div>	<div style="border: 1px solid black; width: 60px; height: 20px; text-align: center;">date</div>
<div style="border: 1px solid black; width: 350px; height: 20px; text-align: center;">agent’s signature</div>	<div style="border: 1px solid black; width: 60px; height: 20px; text-align: center;">date</div>

**L. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

And I authorise and consent to each of those persons providing requested personal information about me to the Agent. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (i) Communicate with referees, employers, landlords, third party operators of tenancy reference databases, other agents to select a tenant
- (ii) Communicate with the owner to select a tenant
- (iii) Prepare lease/tenancy documents
- (iv) Allow tradespeople or equivalent organisations to contact me
- (v) Lodge/claim/transfer to/from a Bond Authority
- (vi) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (vii) Refer to collection agents/lawyers (where applicable)
- (viii) Complete a check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

If Section C. is completed, I consent to the disclosure of this application form to ConnectNow Pty Ltd A.B.N. 79 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my address to obtain supply details. If the power has been disconnected, it is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required. 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. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Disconnection and Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s). The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act. Connectnow 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.

applicant's signature

date

# DISCLOSURE

## 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 names appears on the leases. 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name 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 name and / or 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 / or 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 / or 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 / 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 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 personas 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 .....

Gender ..... Date of Birth ..... Drivers Licence .....

Address.....

Home Phone ..... Mobile .....

Signature of Referee .....

I recognise 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 .....