



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

1. Proof of income essential with all applications
2. Last 4 Rent receipts 40 points
3. Drivers License 40 points
4. Photo Identification 30 points
5. Passport 30 points
6. Current Vehicle registration 10 points
7. References from Previous Agent/Landlord 20 points
8. Copy of phone/electricity/gas account 10 points
9. Bank Statement 10 points
10. Copy of Birth Certificate 30 points

NO APPLICATION WILL BE ACCEPTED UNLESS THE PROSPECTIVE TENANTS HAS VIEWED THE PROPERTY ACCOMPANIED BY AN AGENT OF THIS OFFICE, VIEWING BY APPOINTMENT ONLY PLEASE PHONE THE OFFICE ON 9825 2100 DURING 9.00AM- 5:00PM TO MAKE AN APPOINTMENT

PLEASE DRIVE BY THE PROPERTY FIRST BEFORE MAKING AN APPOINTMENT TO VIEW THE PROPERTY INTERNALLY

***The property you apply for is being offered for rent in the condition you see it in at your first inspection. ***
*** The rental amounts advertised are fixed, unless otherwise stated***

If you have any questions, requests or problems with the property, these must be put in WRITING and submitted with the application. Proof of income is essential when lodging an application. No application will be accepted without a pay slip or benefit statement. All Tenancy applications are referred to TICA for confirmation of details supplied. Approved Applications will be required to leave one weeks rent as a holding deposit, which will be valid for seven (7) days If application is withdrawn once a deposit has been taken, the deposit becomes non-refundable, You must be sure that all Bond Monies are present at the time of signing the lease or keys will not be handed over.

WHEN SIGNING THE LEASE PLEASE NOTE THAT WE DO NOT ACCEPT CASH OR PERSONAL/COMPANY CHEQUES FOR BOND OR RENT. ONLY MONEY ORDER OR BANK CHEQUE WILL BE ACCEPTED.

All applications will be checked on tenancy databases. PLEASE NOTE: Our office will log and report back to the above database if you breach any part of the Residential Tenancy Act 1987. IMPORTANT: Our office has a zero tolerance for rental arrears -- all tenants must pay the rent in advance from the first day of tenancy.

THE TENANT IS REQUIRED TO PAY: 2 WEEKS IN ADVANCE, IF THE WEEKLY RENT IS \$300.00 OR LESS OR 4 WEEKS IN ADVANCE, IF THE WEEKLY RENT IS MORE THAN \$300.00

Pets MUST be included in your application! Any pets that you may have must be declared on the application form

Applications will not be processed unless it is completed and submitted with the supporting documentations

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



A. AGENT DETAILS

Coldwell Banker South West Realty

Address: Shop 1, Wattle Grove Plaza, 50 Australis Avenue, Wattle Grove NSW 2173

Phone Number: (02) 9825 2100
 Fax Number: (02) 9825 1822
 Email: southwest.rentals@coldwellbanker.com.au
 Web: www.cbrealstate.com.au
 ABN: 18 102 442 517

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

3. Lease term?
 Years Months

2. Lease commencement date?
 Day Month Year

4. Rent per week

5. How many tenants will occupy the property?
 Adults Children

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

8. What is your current address?

 Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 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 services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

- Electricity Gas Phone
 Internet Pay TV Insurance

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 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 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.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 864 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts specified in Section J.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and accept the property in the condition that it is in, and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
 (b) My personal referees and employers;
 (c) Any record listing or database of defaults by tenants;
 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 in order to:

- (a) communicate with the owner and select a tenant
 (b) prepare lease/tenancy documents
 (c) allow tradespeople or equivalent organisations to contact me
 (d) lodge/claim/transfer to/from a Bond Authority
 (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
 (f) refer to collection agents/lawyers (where applicable)
 (g) complete a credit check with TICA (Tenancy Information Centre Australia)

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 cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature Date

Application Fax to Direct Connect (If Required) Fax: 1300 664 185

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income Per Week

Years Months

\$

16. Please provide your previous employment details

Occupation?

Employer's name

G. EMPLOYMENT HISTORY (Continued)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income Per Week

Years Months

\$

H. CONTACTS/REFERENCES

17. Please provide a next of Kin contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (NO RELATED TO YOU)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

State of Registration

20. Please provide details of any pets

Dog/s

Cat/s

Other:

Breed/type

Council registration / number

1.
 2.

J. PAYMENT DETAILS (OFFICE USE ONLY)

Property Rental

\$ per week Or \$ per month

Rental Bond (4 weeks rent):

\$

First payment of rent in advance

\$

Tenants share of cost of preparing tenancy agreement:

\$

Sub Total

\$

Less: deduct Reservations Fee (see below)

\$

Amount payable on signing tenancy agreement
 (bank cheque or money order only - CASH NOT ACCEPTED)

\$

K. TICA PRIVACY STATEMENT

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principals in the Privacy Act 1988, and seeks your consent to disclosures to TICA default tenancy control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Coldwell Banker South West Rentals
Address: 1/50 Australis Ave, Wattle Grove shopping Plaza
Phone Number: (02) 9825 2100 Fax (02) 9825 1822
Email: southwest.rentals@coldwellbanker.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above number or address

Primary Purpose

Before a tenancy is accepted we collect information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The lessor/owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application.
- Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance for the property.
- Refer to Tribunals or courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal/ Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners

TICA STATEMENT

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 84 087 400 379) is a tenancy database that records tenants personal information from its members 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 we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

Phone: 190 222 0346 calls are charged at \$4.50 per minute including GST (higher from mobile or pay phones)

Mail: TICA Public Enquiries PO BOX 120, CONCORD NSW 2173 a fee of \$8.80 plus stamped self addressed envelope is required.