

Richardson & Wrench Elizabeth Bay / Potts Point

Real Estate Agents
Auctioneers and
Property Managers
Development & Project
Marketing

75 Macleay Street
Potts Point NSW 2011

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F: 8356 2799
www.rwebay.com.au

100 Point Identification check (CIRCLE BELOW)
Drivers Licence (40), Passport (40), Birth Certificate (30), Other Photo ID (30), MedicareCard (20), Credit Card (20), Current Wage Advice (20), Previous Tenancy Reference(20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), BankStatement (10), Telephone Account (10), Electricity Account(10),Gas Account (10)
ADDITIONAL REQUEST/S

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 as 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 am not bankrupt.

I authorize the Agent to obtain personal information from:
(a) The owner or the Agent of my current or previous residence;
(b) My personal referees and employer/s;
(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 the Residential Tenancies Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)

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

NOTICE: Section42A
If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

Property manager name

A.
Application Form
For your application to be processed you must answer all questions (including the reverse side) **PLEASE COMPLETE A SEPARATE FORM FOR EACH ADULT WANTING TO BE PARTY TO THE LEASE AGREEMENT**

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children ages

C. PERSONAL DETAILS

5. Please give us your details
Mr. Ms Miss Mrs. Other
Surname Given name/s
Date of Birth
Driver's licence no. Driver's licence state
Passport no. Passport country
Car Registration
Pension no. (If applicable) Pension type (if applicable)

6. Please provide your contact details
Home phone no. Work phone no.
Mobile phone no. Fax no.
Email address

7. What is your current address?

 Postcode

N.B. You must complete ALL sections before your application is processed. Please attach photo identification, current bill, pay slip or bank statement.

D. APPLICANT HISTORY

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

	Years		Months
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9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

	\$
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11. What was your previous residential address?

	Postcode
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12. How long did you live at this address?

	Years		Months
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13. Agent/Landlord 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?

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E. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

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

Employer's address

	Postcode
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Contact name

Phone no.

--	--

Length of employment

Net income?

	Years		Months	\$
--	-------	--	--------	----

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

	Years		Months	\$
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F. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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17. Please provide personal reference (not related to you)

1. Surname

Given name/s

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Relationship to you

Phone no.

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18. If student, please complete the following

1. Place of study

Course being undertaken

course length

Enrolment Number

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2. Parent Name

Phone no

Campus Contact

Phone no.

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G. OTHER INFORMATION

19. Please provide details of any pets:

Breed / type

Council registration / number

1.
2.

20. Smokers? (please circle) YES NO

21. How did you find out about this property? (Please tick)

 RENTAL LIST NEWSPAPER WEBSITES FOR LEASE BOARD**H. PAYMENT DETAILS**

Property rental

\$	Per week OR	\$	per month
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First payment of rent in advance

\$

Rental bond (4 weeks rent unfurnished)

\$

Tenant's share of cost of preparing tenancy agreement

\$18.00

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement (bank cheque only)

\$

I. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE

RESERVATION PERIOD

\$

	Days
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The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent

Date

X



PERSONAL DISCLOSURE

I authorise TRA to conduct a search on my details and to provide any information currently listed and acknowledge that such information may be kept and recorded by TRA.

I acknowledge that if I am currently listed as a defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation.

Should such settlement and /or negotiation change the details of the listed default or defaulter, it is the responsibility of the Agent to amend the TRA listing.

I, acknowledge that information provided to TRA by these authorities given by me may be available to:

- a) Real Estate Agents and Landlords to assist them in evaluating applications for leases.*
- b) Video stores to evaluate applications for Memberships.*
- c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons 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. I recognize that my photo id and signed Disclosure may be scanned onto TRA for absolute identification.*

I have read this document and understand the above information

PRINT NAME

SIGNATURE 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 address below 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 unless we are presented with a signed Personal Disclosure.

Postal Address: P.O. Box 372 ROSE BAY NSW 2029 Australia Phone: 02 9363 9244 Fax: 02 9323 2361
Email: info@tradingreference.com Web: www.tradingreference.com.au ABN: 71 909 341 113