

APPLICANT'S CHECKLIST

LAING AND SIMMONS DOUBLE BAY PROPERTY MANAGEMENT

TENANT NAME:

We are pleased you are thinking of applying for tenancy of one of our properties. In order to assist you, the following list of documentation, required as part of your application is provided.

Without this documentation we are unable to process your application.

1. A fully completed Laing and Simmons Application form. **Please ensure you complete every section.** In the event that you are not sure how to answer any questions please contact our office and we will do everything possible to assist you. Blank spaces will only cause delays and may result in another applicant being given priority. *Application is available on our website www.lsd bpm.com.au
2. A fully completed and signed TRA (Trading Reference Australia) form * available on our website www.lsd bpm.com.au
3. Photo identification. e.g. Driver's licence or passport
4. A print out of your current tenant ledger from your real estate agent
5. If you own your current residence – a copy of a council or water rate notice for the property
6. If self employed – any 2 of the following:
 - Certificate of business registration
 - Accountant's reference
 - Business website which includes your details

The following items can also support your application if they are available.

- Reference(s) from previous Landlord or real estate agent; written personal references;

AFTER APPROVAL

You will need to pay a holding fee of one week's rent to secure the property once the owner has approved your application. Until the holding fee is paid, the property will remain on the market and may be offered to another applicant. The holding fee may be paid either by credit card, bank cheque or deposit to our trust account. **We are unable to accept cash or personal cheques.** We are not legally permitted to accept more than one week's rent as a deposit so please ensure that your holding deposit is the equivalent of one week's rent only.

You will need to sign the agreement within 2 days of the property becoming vacant or the application being lodged. At the time that the lease is signed you will be required to pay the bond and your initial rent payment.

We hope your application is successful and look forward to welcoming you as a Tenant to our office.

APPLICATION FOR TENANCY

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Should there be more than one applicant a separate application form should be completed for each applicant.

PREMISES

Address of Premises applied for:

Car space/garage/storeroom number	Excluding:

APPLICANT

PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other		Date of Birth / /	
Full name			
Present address			Postcode
Phone: Work	Home		
Fax: Work	Home		
Email	Mobile		
Vehicle registration No.	Driver's Licence No.		
Passport No.	Expiry Date / /		
Bank or Building Society	Branch		
BSB /	Account Number		

PERSONAL REFERENCES

Referee 1 - Name	
Phone: Work	Mobile
Fax	Email
Referee 2 - Name	
Phone: Work	Mobile
Fax	Email

EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced / /
Employer's name	
Employer's address	
	Postcode
Phone: Work	Mobile
Fax	Email
Previous employer's name	
Previous employer's address	
	Postcode
Phone: Work	Mobile
Fax	Email
Period of employment / / to / /	

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name	Relationship
Address	
	Postcode
Phone: Work	Mobile
Phone: Home	Email

TENANCY HISTORY

Name of present Landlord/Agent	
Phone: Work	Mobile
Email	

Length of time at present address Current rent paid \$

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Name of previous Landlord/Agent	
Phone: Work	Mobile
Email	

Address of previous premises rented

	Postcode
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OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults Children Ages of Children Pets Yes No If Yes, number and type Smoker(s) Yes No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

 Signature of Applicant Date / /

DETAILS OF RENTAL

Type of Premises: Furnished UnfurnishedRent \$ per commencing from / / for a period of months/weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on / / at am/pm

INITIAL PAYMENT

Rental Bond

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.

Rent months/weeks days to / / \$

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Sub Total \$ Less Holding Fee \$ Total \$

Initial payment must be made in cash or bank/building society/credit union cheque or money order.

Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ equivalent to days rentto hold the Premises in favour of the Applicant for a period of daysfrom / / to / / or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

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3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? YES NO If Yes, date application made / / .

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

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 the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that 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 the Agent at the address and contact numbers contained in this application. The Applicant 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.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Applicant's Signature

Date / /

Real Estate Agent's Signature

Date / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

OFFICE USE ONLY

References checked by

Employment

Present Landlord/Agent

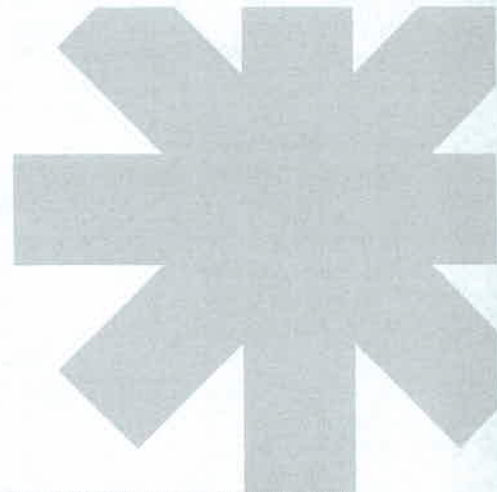
Previous Finalised Credit

Bank

References

Notes

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 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 with the current legislation, 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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. 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, organizations, 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). **"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. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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