

## RESIDENTIAL TENANCY APPLICATION FORM

Please be advised that this application will only commence being processed once ALL details have been completed and all copies of all supporting documents have been supplied. Each applicant must submit an individual form.

### A: AGENCY DETAILS

#### Coogee

198 Coogee Bay Road, Coogee  
02 9665 8300

#### Kingsford

355 Anzac Parade, Kingsford  
02 8344 0000

#### Randwick

48 Belmore Road, Randwick  
02 9398 4022

### B: PROPERTY DETAILS

Property address: [REDACTED]

Lease commencement date [REDACTED] / [REDACTED] / [REDACTED] Lease term [REDACTED] Years [REDACTED] Months

Number of tenants in property [REDACTED] Adults [REDACTED] Children [REDACTED] Children ages [REDACTED]

How did you find out about this property? [REDACTED]

### C: PERSONAL DETAILS

Mr [REDACTED] Ms [REDACTED] Mrs [REDACTED] Miss [REDACTED] Dr [REDACTED] Other [REDACTED]

Surname [REDACTED] Given Name/s [REDACTED]

Date of birth [REDACTED] / [REDACTED] / [REDACTED] Drivers licence number [REDACTED]

Drivers licence expiry date [REDACTED] / [REDACTED] / [REDACTED] Drivers licence state [REDACTED]

Passport number [REDACTED] Passport country [REDACTED]

Pension number [REDACTED] Pension type [REDACTED]

Home phone number [REDACTED] Mobile phone number [REDACTED]

Work phone number [REDACTED] Fax number [REDACTED]

Email Address [REDACTED]

### D: RESIDENTIAL HISTORY

Current address [REDACTED]

Time at current address [REDACTED] Years [REDACTED] Months [REDACTED]

Reason for leaving? [REDACTED]

Name of agency/landlord [REDACTED]

Agency/Landlord contact number [REDACTED] Weekly rent paid \$ [REDACTED]

Previous residential address [REDACTED]

Time at this address [REDACTED] Years [REDACTED] Months [REDACTED]

Name of agency/landlord [REDACTED]

Agency/landlord contact number [REDACTED] Weekly rent paid \$ [REDACTED]

Was the bond refunded in full? [REDACTED]

If not why not? [REDACTED]

## E: EMPLOYMENT HISTORY

Your current occupation

Employment status (circle one)

Full time

Part time

Casual

Employers name

Employers address

Contact name

Contact number

Length of employment

Years

Months

Net Weekly Income \$

Previous occupation

Previous employers name

Contact name

Contact number

Length of employment

Years

Months

Net Weekly Income \$

## F: EMERGENCY CONTACT

Surname

Given names

Relationship to you

Contact number

## G: PERSONAL REFERENCES x 2 (not related to you)

Surname

Given names

Relationship to you

Contact number

Surname

Given names

Relationship to you

Contact number

## H: OTHER INFORMATION

Car Registration

Car Make

Car Model

Pet breed / type

Council ID number

Pet breed / type

Council ID number

## I: PAYMENT DETAILS

Property weekly rent

\$

Rental bond (4 weeks rent)

\$

First payment of rent in advance (2 weeks rent)

\$

Tenancy agreement preparation fee

\$

Sub total

\$

Less reservations fee (see below)

\$

Amount payable by bank cheque on signing tenancy agreement

\$

**J: RESERVATION**

Section to be completed if you wish to reserve the property for a period of time.

Reservation fee    \$                       Reservation period     days

The Landlords 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 for 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 on which it is a condition to enter into a residential tenancy agreement:
- d) If the applicant does not decide 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:
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Landlords Agent Signature                          Date     /  /

**K: 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 (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 authorise the agent to obtain personal information from:

- a) The owner of the agent of my current or previous residence:
- b) My personal referees and employer/s:
- c) Any recorded listing or database of defaults by tenants:

If I default under a rental agreement, I agree that the Agent my 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 and 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     /  /

**L: INFORMATION AND DOCUMENTATION REQUIRED BY EACH APPLICANT**

**Identification – at least 100 points must be provided and at least 1 form of ID must have a photo.**

- |   |   |
|---|---|
| <input type="checkbox"/> Current drivers licence                      (40 points)           | <input type="checkbox"/> Passport    (40 points)    |
| <input type="checkbox"/> Birth certificate                                      (30 points) | <input type="checkbox"/> Proof of age card                                      (30 points)   |
| <input type="checkbox"/> Medicare Card                                      (20 points)     | <input type="checkbox"/> Credit Card    (20 points) |
| <input type="checkbox"/> Motor vehicle registration                      (10 points)        | <input type="checkbox"/> Bank Statement                                      (10 points)      |
| <input type="checkbox"/> Telephone account statement(10 points)                             | <input type="checkbox"/> Gas account statement                              (10 points)       |
| <input type="checkbox"/> Electricity account statement (10 points)                          |   |



Please also attach the following documents:

For proof of rental history

- Last three rent receipts or
- Printout of tenancy history

For proof of current address

- Utility statements (no greater than six months old) or
- Most recent council rates notice

For proof of income

- 3 previous payslips (no greater than 6 months old) or
- Bank Statements or
- If self-employed – recent tax returns and business registration

**Please remember that if you fail to provide us with 100 complete points of identification, this application will not proceed any further until the full points have been supplied to us.**

**M: 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 | <input type="checkbox"/> | Gas    | <input type="checkbox"/> | Phone     | <input type="checkbox"/> |
| Internet    | <input type="checkbox"/> | Pay TV | <input type="checkbox"/> | Insurance | <input type="checkbox"/> |



**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/I 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/I 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.**

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



**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, 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 verifying my identity and for the reason of locating me for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

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.

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 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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