

APPLICATION FOR TENANCY

BEFORE COMPLETING, PLEASE READ THE IMPORTANT INFORMATION BELOW

Each person over 18 years of age who will be residing at the property must complete a separate application form.

You must complete all relevant sections of this form and supply all the required support documents. This application will be returned to you if it is incomplete, illegible or not signed in three (3) places.

If your application is successful you must pay a holding deposit equal to one (1) week rent to secure the property while your lease and the property are prepared for you.

Upon signing of your lease, upfront costs must be paid by money order, bank cheque or credit card. Upfront costs are: Rental Bond (equal to four (4) weeks rent), plus your first rent payment (usually two (2) weeks), less your holding deposit.

PROPERTY DETAILS

Property to be applied for

ADDRESS		
SUBURB		
LEASE TERM	months	
DATE VIEWED	/	/20
RENT	per week	

When would you like to commence your lease?

DATE	/	/20
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APPLICANTS DETAILS

Personal Information

SUPPORTING DOCUMENTATION REQUIRED

YOU **MUST SUPPLY PROOF OF IDENTITY** FOR THIS SECTION

- DRIVERS LICENCE, PASSPORT, 18+ CARD OR BIRTH CERTIFICATE
- PLUS A MEDICARE CARD**
- PLUS A BANK/CREDIT CARD OR EFTPOS CARD**

NAME		
DOB		
PHONE (H)	(M)	
EMAIL	@	
18+ CARD NO		
DRIVERS LICENCE NO	STATE	
PASSPORT NO	COUNTRY	
HAVE YOU EVER BEEN EVICTED FROM A PROPERTY	yes/no	
ARE YOU IN DEBT TO ANY LANDLORD OR AGENT	yes/no	

Current address

SUPPORTING DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF ADDRESS** FOR THIS SECTION

- YOUR UTILITY INVOICE OR BANK STATEMENT AT THIS ADDRESS
- RENTING - A COPY OF YOUR RECENT TENANT LEDGER
- OWNER/JUST SOLD - RECENT RATES NOTICE AND/OR SELLING AGENT CONTACT DETAILS

ADDRESS		
HOW LONG HAVE YOU BEEN THERE		
ARE YOU renting / owner / sold / never rented		
LANDLORD/AGENTS NAME		
PHONE	RENT PAID	per week
REASON FOR LEAVING		

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

Your previous address

ADDRESS

HOW LONG WERE YOU THERE

WERE YOU renting / owned / sold

LANDLORD/AGENTS NAME

PHONE

RENT PAID

per week

REASON FOR LEAVING

EMPLOYMENT

If you are employed, complete the next section. If you have changed employer in the last year, you must also complete the section for Previous Employment that follows. If you are self employed skip these two sections and complete Business Details for Self Employed applicants.

Current employment

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- A RECENT PAYSリップ; OR
- BANK STATEMENT; OR
- CENTRELINK STATEMENT

OCCUPATION

INCOME \$

per week / fortnight / month

DURATION

EMPLOYER

CONTACT NAME

EMPLOYMENT ADDRESS

PHONE

Previous employment

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- LAST PAYSリップ FROM SOURCE; OR
- BANK STATEMENT FROM PERIOD OF EMPLOYMENT; OR
- CENTRELINK STATEMENT FROM PERIOD

OCCUPATION

INCOME \$

per week / fortnight / month

DURATION

EMPLOYER

CONTACT NAME

EMPLOYMENT ADDRESS

PHONE

Business details for self employed applicants

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- RECENT TAX ASSESSMENT; OR
- A LETTER FROM ACCOUNTANT REGARDING INCOME

OCCUPATION

INCOME \$

per week / fortnight / month

BUSINESS NAME

ABN/ACN NO

BUSINESS ADDRESS

HOW LONG IN THIS BUSINESS

WHAT DOES THIS BUSINESS DO

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

PROPOSED OCCUPANCY

Number of occupants

NUMBER OF ADULTS

DEPENDANTS

Full name of all occupants that will be residing at the premises

NAME

AGE

NAME

AGE

NAME

AGE

NAME

AGE

NAME

AGE

NAME

AGE

Proposed pets

TYPE/BREED

inside / outside

TYPE/BREED

inside / outside

Will this property be used for business purposes?

yes/no

DETAILS

REFERENCES

Income

INCOME REFEREE

PHONE

RELATIONSHIP

INCOME REFEREE

PHONE

RELATIONSHIP

Personal

PERSONAL REFEREE

PHONE

RELATIONSHIP

PERSONAL REFEREE

PHONE

RELATIONSHIP

METHOD OF PAYMENT

Your preferred method of payment

direct debit / direct credit / credit card / money order / cheque

HIGHLANDS PROPERTY DOES NOT KEEP CASH ON PREMISES

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

EMERGENCY CONTACT

Your emergency contact

NAME

RELATIONSHIP

ADDRESS

PHONE

ADDITIONAL REQUIREMENTS AND/OR CONDITIONS

Details

LANDLORD'S AGENT

Agency details

HP Bowral Pty Ltd trading as Highlands Property
ABN 68 056 130 182
info@highlandsproperty.com.au

TERMS OF APPLICATION

THE APPLICANT (YOU) DECLARE THAT

- (1) all of the above details are true and correct
- (2) WE are authorised to contact the listed referees and conduct checks on you through any tenant and trade reference organisation that WE may be affiliated with
- (3) you are not bankrupt or insolvent
- (4) **you can afford the advertised rent**

YOU AGREE THAT

- (1) if this application is not approved, WE are not required to give you any reason for that non approval
- (2) this application, unless accepted, creates no contractual or legal obligations between you and us
- (3) upon being notified of the acceptance of this application, you will sign a Tenancy Agreement upon presentation of it to you by us
- (4) all payments (of bond and rent) prior to occupancy will be made by bank cheque, money order, EFT or credit card

AND YOU AGREE THAT

- (5) you have inspected the property and accept its condition
- (6) you will always maintain the property in the same or better condition than when you take possession
- (7) you will pay rent to us by a method acceptable to us
- (8) **you will always pay rent in advance**

please tick

PRIVACY STATEMENT

WE must collect and use personal information about you to provide the service requested by you

you agree that WE may collect, use and disclose personal information about you in accordance with and subject to the Privacy Act 1988 (CTH); for processing this application and determining YOUR suitability as a tenant; managing YOUR tenancy; marketing and administration in our business; and as required to satisfy our various legislative, regulatory and contractual requirements.

Without provision of certain information by you, we may not be able to act effectively or at all for you or for our other clients. you have the right to request us to provide details of all information WE hold about you and also to correct any inaccurate or out of date information. our full privacy policy statement is available at our office or on our website.

SIGNATURE

PRINT NAME

DATE

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HIGHLANDS
PROPERTY

TENANT REFERENCE CHECKS

Highlands Property will check the reference information you provide in this application, particularly with your employer and any prior landlord or landlord's managing agent.

By signing below you consent to the use by Highlands Property of all your private information disclosed herein for the purpose of checking with the referees you provide with this application.

Highlands Property may also check your personal and reference information against tenancy reference databases. These are databases that are permitted by law to accumulate reference information about tenants, and their adherence to lease terms.

One of these databases is the TICA Default Tenancy Control Pty Ltd (ABN 84 87 400 379). TICA is a tenancy database that records tenants' personal information from its members (such as Highlands Property) including tenancy application inquiries and tenancy history. As TICA may hold private information about you, please read the TICA Disclosure and further information about TICA is provided at the bottom of this page.

Another of these databases is Trading Reference Australia Pty Ltd (ABN 72 098 231 219). TRA is a database accessed by real estate agents, video stores, commercial agents, banks, utility companies, other persons, organisations and institutions. If we search the TRA database and your identification appears with "Refer to Agent" beside your name we will call the listing agency to exchange information and establish why your details have been entered on the register. We will inform you of the listing and give you the right of reply. Please read the TRA Disclosure on the next page, print your name clearly, sign and date.

By signing below you acknowledge that you have read and understood the TICA (below) and TRA (overleaf) Disclosures.

By signing below you also consent to the disclosure by Highlands Property to TICA and TRA of: your personal information, so that we can collect information from TICA and TRA about your tenancy history; and, any breach of your lease if such event occurs in future. Without this consent we may not progress any further with your application.

SIGNATURE

PRINT NAME

DATE

/ /

TICA Disclosure

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 87 400 379) is a tenancy database that records tenants personal information from its members (such as Highlands Property) 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 TICA may hold on any of its databases. You can obtain your information from TICA (proof of identity will be required) by phone: 190 222 0346 - calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone); or by writing to: TICA Public Inquiries, PO Box 120, CONCORD NSW 2137 - a fee of \$14.30 plus stamped self address envelope is required.

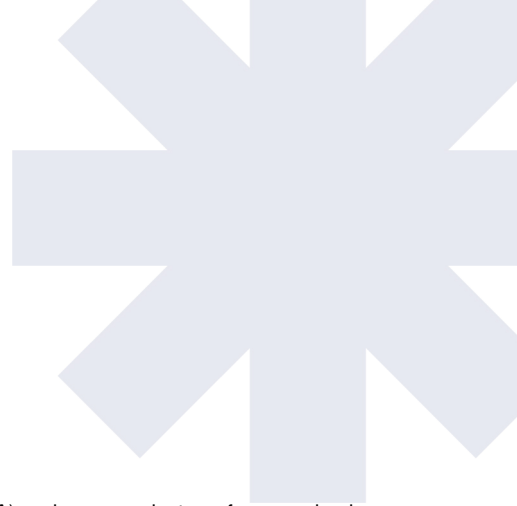
TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows: name, date of birth, drivers licence number, proof of age card number or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on the Helpline 190 222 0346 (call charges as above).

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY



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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 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.

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, organisations 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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VIEWING APPROVAL FORM

Attachment to Application

Property to be applied for

STREET ADDRESS

My representative

REPRESENTATIVE NAME

PHONE

Date of inspection

DATE / /

I confirm that I requested my representative nominated above to view the above property and form an opinion about it on my behalf. I accept my representative's opinion, and take full responsibility for it, as if it were my own. Based on my representative's inspection and opinion, I hereby agree that the property is in a state I will accept for tenancy and would like my completed application to be put forward to the owner.

SIGNATURE

PRINT NAME

DATE / /

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