

Tenancy application



CENTURY 21 Prestige Properties require specific information prior to processing your application. If you receive any form of Government Assistance, written confirmation **MUST** be included or if you are self-employed a copy of your Profit and Loss Statement and accountant details will be required as proof of income.

The information below is compulsory and an application may not be processed until these items are received. Any additional information you also wish to put forward to support your application may be attached.

- Passport or Driver Licence or Proof of Age Card (current)
- Current tenant payment ledger (if renting through an agent)
- Current Council, strata or water rate notice (if owner occupied)
- Bank statement (current)
- Pay advice or employment summary

Following are some terms relating to your proposed tenancy. Prior to entering into a lease contract, we encourage potential tenants to be aware of the main terms of the proposed lease.

1. **Rent.** In accordance with your lease, rent is to be paid in advance. Rent payment options are on page 3 of this application form. In the event that your rent is unable to be paid on time it is encouraged that you contact our office so that we can advise the landlord.
2. **Deposit.** If approved, the applicant agrees to leave a deposit equal to one week rent to secure the property paid within 24 hours of approval. By placing this application, the property owner is considering the potential tenancy and no representation is made that it will be accepted, in addition there may be other applications also lodged regarding the same property.
3. **Office Hours.** The property management team can be contacted Monday to Friday between 9.00am and 5.30pm and Saturday between 9.00am and 5.00pm.
4. **Rental Bond.** Bond equates to four weeks rent and must be paid upon signing the lease. This will be held as security against any damage and will be reimbursed as appropriate once the property is fully vacated and keys returned.
5. **Premises Condition Report.** A report will be provided which you will need to check, make any additional comments, sign and return a copy within seven days of lease commencement.
6. **Repairs & Maintenance.** We strive to deal with urgent repairs on the same day and non-urgent repairs within five working days, subject to owner's instructions and approval. All repairs and maintenance requests are to be reported in writing to adminpp@century21.com.au.
7. **Routine Inspections.** Up to four periodic inspections may be conducted per year. Our office will provide no less than 7 days notice. The tenant understands and agrees that the agent can use the office set of keys to the property for any periodic inspection where appropriate notice is given and that the landlord may accompany the agent, plus photography or video may be used in conducting the inspection.
8. **Termination of your Lease.** If you decide to end your tenancy at or beyond the expiration of the fixed term, minimum notice periods will apply. If you need to cancel your lease early, break lease fees would be applicable. In addition, payment of rent is due until vacant possession of the property is given and all keys provided at the commencement of the lease are returned.
9. **Utilities.** The tenant is responsible to have all services at the property placed in their name at their cost. Where additional services are being installed, landlord consent may be required.
10. **Pets.** Where pets are approved. This will be subject to additional terms to be outlined in the lease agreement.
11. **Smoking.** The tenant is not to smoke within the internal areas of the property.
12. **Strata.** By-laws and requirements may apply for strata properties in addition to lease terms.
13. **Property upkeep.** The lease requires minimum standards of maintenance and cleaning that can also extend to grounds and gardens if exclusively used by the tenant. Details of these obligations are further explained in the lease.

Residential Application Form

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



A. AGENT DETAILS

CENTURY 21 Prestige Properties

Address: Shop 2/35 Terry Street Rozelle NSW 2039
Phone Number: (02) 9810 1600
Fax Number: (02) 9810 1599
Email Address: adminpp@century21.com.au
Web: www.century21.com.au/rozelle

B. PROPERTY DETAILS

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

Postcode

2. Property Rental

\$ <input type="text"/> per week	\$ <input type="text"/> per month
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3. Lease commencement date?

Day	Month	Year
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4. Lease term?

Years	Months
-------	--------

5. How many tenants will occupy the property?

Adults	Children	Ages of Children
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6. Do you have any pets? Y N

7. Please provide details of any pets

Breed/type	Council registration / number
1.	
2.	

C. PERSONAL DET....

8. 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)

9. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address	

Please answer the following questions:

	Yes	No
Have you ever been evicted by any landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason that would affect your rent payment?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been before the CTTT/NCAT?	<input type="checkbox"/>	<input type="checkbox"/>
Details: _____		

D. UTILITY CONNECTIONS



Myconnect is a free & easy utility connection service for tenants

Phone : 1300 854 478 **enquiry@myconnect.com.au**
Fax : 1300 854 479 **www.myconnect.com.au**

Yes, Please Contact Me

Unless I have opted out below, I:
 Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services from a panel that I may choose; authorise myconnect to contact me by any means (including by telephone or SMS even if my number is on the do not call Register) in order to provide myconnect's services to me; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge that myconnect may receive a fee from service providers in relation to connection/s and that the Real Estate Agent may receive part of this fee; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 service or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

E. DECLARATION

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This information relates to how we handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agent: CENTURY 21 Prestige Properties
 Shop 2/35 Terry Street Rozelle NSW 2039

The information collected by the agent can be accessed by you by contacting our office at the above address.

Purpose of use of information

Before a tenancy is accepted the Agent assess the risk to our clients in providing you with a property you have requested to rent and/or create a tenancy for the property.

In order to assess your application the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you. Additionally, your information will be also used in the event of tenancy. The following will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make.

Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

Signed by the Applicant

Signature: _____

Name: _____ Date: _____

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian 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 enquiries and tenancy history. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/ landlord being advised of your applications. TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you. In accordance with the Australian 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 the TICA Group proof of identity will be required and can be made by any of the following ways Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80 Online: My TICA File provides instant access via the internet for 12 months a \$44.00 subscription fee applies. All pricing includes GST.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group using one of the methods listed above.

F. APPLICANT HISTORY**10. What is your current address?**

Postcode

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

	Years		Months
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12. Why are you leaving this address?

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

Name of landlord or agent	
Landlord/agent's phone no.	Weekly Rent Paid
	\$

14. What was your previous residential address?

Postcode

15. How long did you live at this address?

	Years		Months
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16. 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**17. 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
Years	Months
	\$

G. EMPLOYMENT HISTORY (Cont.)**18. Please provide your previous employment details**

Occupation?	Employer's name
Employer Contact name	Employer Phone no.
Length of employment	Net Income
Years	Months
	\$

H. CONTACTS / REFERENCES**19. Please provide a contact in case of emergency - not to be residing at the property**

Surname	Given name/s
Relationship to you	Phone no.

20. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
Relationship to you	Phone no.
2. Surname	Given name/s
Relationship to you	Phone no.

J. 100 POINT IDENTIFICATION REQUIREMENT

21. Have you provided ID as required on page 2? Y N

K. OTHER INFORMATION

22. Are you a smoker? Y N

L. RENT PAYMENT METHOD

All accepted applicants will be offered DEFT Payment System Cards as preferred payment option.
Other alternative payment options are bank cheque and money order.

This is a cash free office; cash will not be accepted for rental payments because of risks associated with cash payments and keeping cash on premises. If you prefer to pay in cash, you'll need to use Money Order.

I acknowledge that due to bank processing times, payments made via DEFT Payment Systems are required to be paid 4 business days prior to the due date.

I understand that the Agent will also offer me an alternate facility (that do not incur a charge other than a bank fee) to pay rental and other payments to the agency by Cheque and money order.

- DEFT Payment Systems - Recurring direct debit (Bank Account or Credit Card)
- Money Order
- Cheque (Bank or Personnel)

Signature of

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Date

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