

# Application for Tenancy

[For additional applicants complete another form]

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5 Regent St. Kogarah NSW 2217 Lic.No. 158 756



## PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

**PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.**

I apply for a tenancy of the following premises:

**PREMISES:** \_\_\_\_\_

**LANDLORD:** \_\_\_\_\_

## TERMS OF TENANCY

Rent: \$ \_\_\_\_\_ per week/fortnight/month Term: \_\_\_\_\_ Lease start date: \_\_\_\_\_

Number of: tenants: \_\_\_\_\_ adult occupants: \_\_\_\_\_ children: \_\_\_\_\_

Pets (specify details and subject to landlord's/agent's approval): \_\_\_\_\_

First payment of rent in advance \$ \_\_\_\_\_

Rental bond \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Holding fee (see Part 7 below) - deduct if applicable \$ \_\_\_\_\_

Amount payable (cash or bank cheque) on signing tenancy agreement \$ \_\_\_\_\_

Special conditions (if any) or additional matters: \_\_\_\_\_

Tenant agrees that rental payments will be deducted by the PAYWAY Direct Debit system. \_\_\_\_\_

## Part 1

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: Priv.: \_\_\_\_\_ Bus.: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Car Registration No.: \_\_\_\_\_

Employed  Homemaker  Student  Retired  Unemployed

Allowances or payments received (specify type & amount) \_\_\_\_\_

## Part 2

### EMPLOYMENT HISTORY (Confirmed [ ])

CURRENT EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

PREVIOUS EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

**SELF EMPLOYED:** (provide the following details)

Sole Trader  Partnership  Company

Occupation/Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Company or business name: \_\_\_\_\_ ACN or ABN \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: \_\_\_\_\_

**Verification of income for self-employed:**

- Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
- Company: please provide a current Asset/Liability report from your accountant.

## Part 3

### TENANCY/LIVING HISTORY (Confirmed [ ])

#### Current Living Status

Address: \_\_\_\_\_ Time here: \_\_\_\_\_ mths/yrs

Own  Renting  Boarding  Living at home  Other \_\_\_\_\_

**NAME OF CURRENT LANDLORD/AGENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Has lease expired: Yes/No RENT: \$ \_\_\_\_\_ per week/fn/mth No. people on lease: \_\_\_\_\_

**Part 3 (Continued)****Previous living address**

Address: \_\_\_\_\_ Time there: \_\_\_\_\_ mths/yrs

Reason for leaving \_\_\_\_\_

**NAME OF PREVIOUS LANDLORD/AGENT:** (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT: \$ \_\_\_\_\_

**Part 4****REFERENCES (Give names and phone numbers)****1.** Financial - \_\_\_\_\_**2.** Personal - \_\_\_\_\_

OFFICE USE ONLY

**REFERENCE CHECKS****AUTHORITY & DECLARATION OF APPLICANT**

I authorise 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 such as NTD, TICA or TRA for the purpose of checking my tenancy history;

I am aware that I may access my personal information by contacting -

• NTD: 1300 563 826 • TRA: (02) 9363 9244 • TICA: 1902 220 346

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 a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) conduct an ID/background check with NTD for residential tenancies and/or a credit check for commercial tenancies with the National Tenancy Database (NTD)

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 have inspected the subject premises and accept them as inspected.

**NOTE:** The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_**Part 5****PERSON TO BE NOTIFIED IN AN EMERGENCY:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Private: \_\_\_\_\_ Business: \_\_\_\_\_

**Part 6****TENANT'S AGENT (Optional)**

You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.

Name and contact details of tenant's agent (name and address to be included in the lease)

Name &amp; Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Part 7**

**HOLDING FEE**


The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of \$ \_\_\_\_\_ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
  - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Part 8**

 <p><b>ReduceMyBills</b> .com.au</p>	Ph: 1300 680 603	• Internet • Foxtel • Telephone • Electricity • Gas
<p><b>Declaration</b></p> <p>By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances.</p> <p>I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills.</p> <p>I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner.</p> <p>I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988.</p> <p>I/We authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance.</p>		
<p>I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers.</p> <p>I/We acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/ disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalists, cleaners and insurance.</p> <p>I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services.</p> <p>I/we acknowledge that the nominated real estate entity along with ReduceMyBills may receive a benefit from suppliers for the provision of connections.</p>		
<p><b>I/we declare that we have read and understand the above declaration and wish to be contacted by ReduceMyBills.</b></p>		
<p><b>Signature:</b> _____</p>		<p><b>Date:</b> _____</p>

**NAME OF LANDLORD'S AGENT:**      Argy Property \_\_\_\_\_

**BUSINESS ADDRESS:**                      5 Regent Street Kogarah 2217 \_\_\_\_\_

**Signature of Landlord/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**See following page 4 for disclosures, if any**

**PRIVACY NOTICE**

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

## **DOCUMENTS REQUIRED FOR REFERENCE:**

- **Photo Identification (Drivers License AND Passport)**
- **Visa if not Australian Citizen**
- **Medicare Card or Concession Card**
- **(2x) Current payslips**
- **(2x) Credit references from Accountant if Self Employed**
- **Bank Statement**
- **Previous Agent's Tenant Ledger**