

Lease Application Form

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

ALL ADULTS MUST COMPLETE A SEPARATE APPLICATION



A. AGENT DETAILS

CENTURY 21 HARBOURSIDE
5/115 Military Road, Neutral Bay NSW 2089
Phone: 02 9908 9090
Fax: 02 9908 9021
info@c21harbourside.com.au
www.century21.com.au/harbourside

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given name/s

Date of Birth

Driver's license no. (or 18+ card) Driver's license state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home Phone No. Mobile Phone No.

Work phone No. Fax No.

Email address

7. What is your current address?

 Postcode:

D. UTILITY CONNECTIONS

connectnow. Phone: 1300 554 323
Fax: 1300 889 598

A free service – Connecting your utilities has never been easier!

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

Call me to connect my utilities Yes

Signature _____ Date / / **ID: 16247**

E. PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF Century 21 Harbourside

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

F. PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Century 21 Harbourside. I authorise Century 21 Harbourside Real Estate to collect information about me from:

(a) My Previous letting agents and/or landlords;
(b) My personal referees;
(c) Any Tenancy Default Database which may contain personal information about me.

I also authorize Century 21 Harbourside Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Reference Australia (TRA) and/or National Tenancy Database (NTD).

I authorize Century 21 Harbourside Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

If Section D is completed:

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Signature Date

X

Both sides of this application must be completed

Property Manager's name:

Application faxed to Connectnow (if required)

G. APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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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

 \$

Was bond refunded in full?

If not why not?

14. 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"/>

H. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment:
(FULL TIME/PART TIME/CASUAL)

Employer's name/ Centrelink details/ Business name & ACN if self employed

Employer's address

 Postcode

Contact name

Phone no.

Length of Employment

<input type="text"/>	Years	<input type="text"/>	Months	<input type="text"/>	Weekly Salary/ Income
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16. Please provide your previous employment details Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months	<input type="text"/>	Weekly salary/ income
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Are you a student?

 YES

 NO

Course

Duration

I. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>

Relationship to you

Phone no.

Address

18. Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names must be given that can be collected during business hours.

1. Surname

Given name/s

Relationship to you

Phone no.

Address

2. Surname

Given name/s

Relationship to you

Phone no.

Address

19. IF SELF EMPLOYED – Please provide business references

1. Accountants name and address

 Postcode

Contact name

Phone no.

2. Business name and address

 Postcode

Contact name

Phone no.

J. OTHER INFORMATION

20. Car Registration

21. Please provide details of any pets:

Breed / type

Council registration / number

1.	<input type="text"/>
2.	<input type="text"/>

K. DECLARATION

I the applicant hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and 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 acknowledge that I will be required to pay the amounts as specified below.

\$ <input type="text"/>	per week OR	\$ <input type="text"/>	per month
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Signature

Date

PRE APPLICATION – FACT SHEET

Thank you for your inquiry on one of our available rental properties. We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and likewise we do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful:

We strongly recommend once you have received our vacancy list and viewed our photo display that you do a drive by. For your convenience, updated list are available for viewing on our web site realestate.com.au & century21.com.au

This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can then be made that is convenient to you and the property manager.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property complete this in full, prior to making the application. **Applications that are incomplete will not be processed.** Should you require assistance with completing the form, we would be more than happy to help. When you return the application you must ensure that you have available the following:

Evidence of your income

You will be required to provide proof of current income. This can be in the form of a payslip. Accountant's letter (if self employed) or Centre link Statement

Appropriate identification

Each applicant is required to provide a minimum of 100 checkpoints using the following as a guide.

Last 4 rent receipts	50 points
Driver's Licence	40 points
Photo ID	30 points
Passport	30 points
Reference from previous Lessor/ Agent & telephone number	20 points
Current Motor vehicle rego papers	10 points
Copy of previous telephone, Electricity, gas account	10 points
Copy of birth certificate	10 points
Proof of income (MANDATORY)	30 points

Tenancy Check

Upon authorisation, your application will be checked against a national tenancy data base – Trading Reference Australia for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We may also ask for your consent to confirm your information details with your employer; and discuss any previous tenancy with a former agent/ lessor.

Application not accepted

Our office will retain your application form for only one month after lodgement. At this point unless otherwise directed, it will be shredded as per Privacy Act.

Rental payment method

Our office does not accept cash as a method of rental payment. We offer the choice of Internet Banking, Periodical Payments, Direct Debit, St George deposit card, Rental Rewards & BPay.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Monies Required to Rent

4 weeks rent for Rental Bond Board
2 weeks rent in advance

Should you have any questions at all we would be delighted to answer them.

Century 21 Harbourside Tel: 9908 9090 or 0411 502 002
info@c21harbourside.com.au

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, I, the referee, 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.

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"**

**MUST BE
SIGNED BY
APPLICANT**

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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