

Tenancy Application Form

ONE FORM PER ADULT – PLEASE COMPLETE IN FULL SO WE CAN PROCESS AS QUICKLY AS POSSIBLE

Please Provide Copies of the Following:

- Photo ID (Drivers Licence/Passport etc.)
- Rental Ledger
- Recently Paid Bills/Bank Statements
- Proof of Income (Payslips/Centrelink Statements)
- ATM/Medicare Card
- Rates Notice (for Home Owners)

APPLICATION DETAILS:

Property Applied For _____
Length of Lease Required _____ Commencement Date / /
Asking Rent _____ Today's Date / /

PERSONAL DETAILS:

Applicant's Full Name _____
Mobile Phone No _____ Home Phone No _____
Work Phone No _____ Date of Birth _____
Email Address _____
Vehicle Registration No. _____ Driver's License No. _____
Are you a Smoker? YES NO Have you ever been known by another name? YES NO
Are you an Australian Citizen? YES NO Visa Expiry Date / /
Will you have pets? YES NO Type/Size/Age & Number of Pets _____
Number of People to Reside in the Premises _____ Number & Age of Children _____

CURRENT RESIDENCE DETAILS:

Current Residence _____
Period at Premises _____ Current Weekly Rent _____
Reason for Leaving _____ Current Landlord or Agent _____
Contact Person _____ Phone Number _____

PREVIOUS RESIDENCE DETAILS:

Previous Residence _____
Period at Premises _____ Current Weekly Rent _____
Reason for Leaving _____ Current Landlord or Agent _____
Contact Person _____ Phone Number _____

PLEASE RETURN YOUR APPLICATION BY EMAIL, FAX OR IN PERSON TO 157 PACIFIC HIGHWAY, CHARLESTOWN

EMPLOYMENT DETAILS:

Occupation Full Time/Part Time/Casual

Period of Current Employment Salary per week

Employer and Business Address

Contact Person Phone Number (landline)

NOTE: If you are self-employed you must supply at least 2 BAS/IAS Statements

CHARACTER REFERENCES (MUST NOT BE RELATIVES)

Reference One:

Name & Relationship Their Phone Number

Their Address

Notes (office use)

Reference Two:

Name & Relationship Their Phone Number

Their Address

Notes (office use)

NEXT OF KIN DETAILS

Next of Kin Person One:

Name & Relationship Their Phone Number

Their Address

Next of Kin Person Two:

Name & Relationship Their Phone Number

Their Address

PLEASE READ AND SIGN THE FOLLOWING PAGES OF THIS APPLICATION
PLEASE NOTE: IF YOU MISS SIGNING THIS AREA, WE CANNOT PROCESS THE APPLICATION.

Century 21 Carkeet Johns Smith is committed to ensuring the confidentiality and privacy of our customer's personal information. In relation to managing personal information, Century 21 Carkeet Johns Smith abides by the National Privacy Principles contained in the privacy act. For the purpose of assisting you with renting a property for you or to you, we collect and record your personal information to register your contact and property details, maintain our customer rental database and to administer and invoice accounts. If you do not provide us with your personal details, we may not be able to provide our services to you. If you require further information, or wish to access, update or correct your personal information, please contact the Property Management Department at Century 21 Carkeet Johns Smith, 157 Pacific Highway, Charlestown NSW 2290

Information Relevant To Your Application

- If approved for the property you will be required to pay two weeks rent as the holding deposit. This will be transferred towards your rent once the lease has been signed. This must be paid by BPAY or Bank Cheque or Money Order (personal cheque or cash is not accepted).
- Upon the signing of your lease, you are required to pay the bond of four weeks rent. This cheque **MUST** be made out to NSW Fair Trading and in the form of a Bank Cheque or Money Order (personal cheque or cash is not accepted).
- In the event that a holding deposit has been paid and the tenancy does not proceed, the holding deposit will not be refunded in full. If the tenancy does not proceed then one week of the holding deposit is applied to the rent.

RENT PAYMENTS

Should your application for tenancy be approved by the owner, you will be required to pay your rent using the Macquarie Bank DEFT system. Payments need to be made by direct debit, telephone or over the internet by providing your bank details and DEFT reference number to Macquarie Bank. Any Macquarie Bank default charges will be debited against the tenant. Current fee charged by the Macquarie Bank per transaction is \$0.85. Another option is to pay using a Bank Cheque or Money Order. This incurs a \$0.70 cheque deposit fee which must be paid with the cheque at the time of payment. The free option of rent payments is the BPAY method. This method uses the Biller Code 4481 and your DEFT Reference Number as your reference number.

UTILITY CONNECTIONS

Telephone, Gas and Electricity connections are the tenant's responsibility. It is the tenants' responsibility to ensure a phone line is available prior to commencing the tenancy.

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICATION & APPROVED OCCUPANTS

This form provides information about how Century 21 Carkeet Johns Smith handle your personal information as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenant Control Pty Ltd. If you do not consent to the disclosure of your personal information to TICA we cannot process your application

PRIMARY PURPOSE

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent. In order to assess your application we disclose your personal information to:

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

EMPLOYMENT

I give permission for Century 21 Carkeet Johns Smith to contact my Employer and obtain private and confidential information including employment details such as payroll information.

SECONDARY PURPOSE

During and after the tenancy we may need to disclose your personal information to:

- Trades people to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Control Pty Ltd to record details of your tenancy history
- Refer to Lessors/Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers/owners
- To Sale Agents, Valuers and inspectors to carry out appraisals, valuations, pest and building reports

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you request to rent

TICA STATEMENT

TICA Default Tenancy Control Pty Ltd 9 (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members 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 we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd please visit www.tica.com.au for further information.

I accept the property "as is" and understand that no further cleaning or maintenance is necessary for the tenancy to commence YES/NO
If 'NO', I believe the following should be attended to prior to the commencement of signing the lease (subject to the Landlords approval)

Signature _____ Date _____

Print Name _____

Rental Reference Check

In accordance with the Privacy Act, I give authority to the recipient of this fax to give information to Century 21 Carkeet Johns Smith, regarding my Rental History. I understand this will be used to assess my application.

Applicants Full Name	
Current Rental Property Address	
Period of Tenancy	Rent Per Week
Company Managing Rental Property	Contact Landlord/Agent
Phone No. of Agent/Landlord	Fax No. of Agent/Landlord
Signature of Applicant	Date

Please fill in the above information and return it with your Application.

Our office will fax this to your agent and request a reference from them. Please do not complete the lower section.

Dear Agent,

Please complete and return by facsimile to Century 21 Carkeet Johns Smith (fax: 02 4942 1769).

Name and position of person filling out form

How long was the applicant at the property?

What was the weekly rent?

Was the tenant cooperative to deal with?

Did they pay rent on time? If not perfect & consistent please advise problems

Were there any general inspections? If yes, results

Were the lawns/gardens kept in good order?

Did they have pets? If yes, type and number

Did the pets do damage? If yes, please specify and state remedy effected

Were the tenant/s considerate of neighbours?

Were any notices to remedy breach issued to the tenant/s? If yes, please provide details

Do you know why they left the property?

Was the full bond returned? If no, give details

Would you rent to them again?

Signature of Agent/Private Owner

PLEASE ATTACH THE FULL TENANT'S LEDGER