

## Tenancy application form

Thank you for choosing to apply for a property managed by **SYDNEY SIDE REAL ESTATE**. To help us process your application form quickly, please complete this application thoroughly and note the following important points.

1. This application must be accompanied by the minimum of 100 point identification checklist (see below)
2. If there is more than one applicant, a separate application form is required for each applicant.
3. When this form has been completed, please return along with points identification to our office by scanning and emailing to [dani@sydneysiderealestate.com.au](mailto:dani@sydneysiderealestate.com.au) / fax to **(02) 8362 9433** or hand deliver to our office at **Sydney Side Real Estate – located in Westfield’s Eastgardens, Suite 301, Level 2, 152 Bunnerong Rd, Eastgardens.**

### 100 POINT IDENTIFICATION CHECKLIST

### REQUIREMENTS

#### ESSENTIAL

Last Four Rent Receipts or Tenant Ledger	<b>40 Points</b>
Passport and/or Current Visa	<b>30 Points</b>
Drivers License	<b>30 Points</b>
Photo ID	<b>20 Points</b>

#### PROOF OF INCOME -

Current Payslip, Bank Statement, If self-employed – Tax returns	<b>20 Points</b>
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#### ADDITIONAL INFORMATION REQUIRED

Current Motor Vehicle Registration Papers	<b>10 points</b>
Written References from Previous Agents	<b>20 Points</b>

The following accounts: Electricity, Phone, Mobile, Gas, Birth Certificate & Medicare Card	<b>10 Points (each)</b>
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IF YOU OWN YOUR OWN PROPERTY YOU NEED TO PROVIDE COUNCIL RATES, LEVY NOTICES OR WATER RATE NOTICES (10 POINTS EACH)

IF YOU ARE NOT ABLE TO MEET ALL THESE REQUIREMENTS PLEASE DISCUSS THE MATTER WITH DANI ON 8347 2277 or 0412 466 737

APPLICANTS ARE REFERRED TO A TENANCY DATABASE COMPANY FOR CONFIRMATION OF ALL DETAILS GIVEN

## TENANCY APPLICATION FORMS

### RENTAL PROPERTY

Property Applied For (Address)
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### APPLICANTS DETAILS

Title	Christian Name	Middle Name	Surname	Email
Present Address (Street N <sup>o</sup> /Name, Suburb, City, State, Postcode) – REQUIRED				
Home Phone Number		Work Number		Mobile Number
Your Date of Birth <i>i.e. 5/June/1989</i>	Your Age	Gender	Drivers Licence Number	Drivers License Card Number
Passport Number	Country of Issue		Car Registration Number	State of Issue for Car Registration

### EMPLOYMENT DETAILS

Employers (Company) Name		
Contact Person/Position	Contact Person's Number (Landline only)	Your Job Position
Wages Per Annum or Per Week	Period of Employment	Employer's Address (Street, Suburb, Postcode)

### RENTAL HISTORY

Landlord/Agent Name	Reason for Leaving?	How long at these premises	Current Rent \$ pw
Contact Person	Landlord/Agent Contact No. (Landline only)	Landlord/Agent Address	
Have you given notice to your Managing Agent		Please tick <input type="checkbox"/> Yes <input type="checkbox"/> No	

### OCCUPANCY DETAILS

No. of Occupant who will live in this Property	Number & Ages of Children (if applicable)	Number & type of Pets (if applicable)
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### PREVIOUS RENTAL HISTORY

Landlord/Agent Name	Reason for Leaving?	How long at these premises	Current Rent \$ PW
Landlord/Agent Address		Landlord/Agent Office No.	Contact Person

### TENANCY REQUIREMENTS (\*REQUIRED)

What term of lease would you like? Please tick [ <input type="checkbox"/> ] 6 months or [ <input type="checkbox"/> ] 12months	Rental Price Preferred rental payment Fortnightly or Monthly (please circle)	Per Week	Date you wish to commence the lease
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**NOTE: In case of an emergency it is important that we have details of relatives or friends that we may contact on your behalf**

### EMERGENCY CONTACTS

This person may be MOTHER/FATHER/SISTER/BROTHER/FRIEND

Name	Relationship to You	Daytime Contact Number
Address of Contact Person		

### 2<sup>nd</sup> CONTACT DETAILS

Name	Relationship to You	Daytime Contact Number
Address of Contact Person		

### OFFICE USE ONLY

Rental: FN / M \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_ Commencement Date: \_\_\_\_\_ Lease Sign Date: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Tenant Id Number: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

**IMPORTANT INFORMATION**

**PRIVACY STATEMENT**

**THIS SECTION ALLOWS US TO SPEAK TO YOUR MANAGING AGENT/LANDLORD OR EMPLOYER WHEN CHECKING YOUR REFERENCES**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact us. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**I the applicant grant permission for Sydney Side Real Estate to use my information for the purpose of processing application in conjunction with the information I have supplied in this application form.**

**SIGNED BY THE APPLICANT**

Applicant's Signature	Print Applicant's Name	Dated
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**All applicants for tenancy in this office are processed through a point system and therefore would be required to act on the following:-**

1. Photo Identification – Passport, Driver's License or Student I.D. Card
2. If you owned your own property, please provide a rate notice as proof eg. Council Rate or Water Rate Notice
3. Supporting proof of income e.g. payslip or employer's letter
4. A Tenant Reference Australia Disclosure Form to be signed for reference checking
5. Bank Statement of funds if a student or self employed
6. If self employed full details of your Accountant with his A.B.N. & A.C.N

**CONFIRMATION**

I confirm the following:

1. I acknowledge that my application is subject to the landlord's approval.
2. I declare that the information I have provided to be a true record.
3. I consent to the information provided in this application being verified and a reference check on the Trading Reference Australia (TRA) being undertaken.
4. During my inspection of this property that I found it to be in a reasonably clean condition Yes \ No
5. If "No" I believe the following items should be attended to prior to the commencement of my tenancy.

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I acknowledge that this is subject to the landlords approval.

**IF YOUR APPLICATION IS SUCCESSFUL A HOLDING FEE IS REAUIRED, THE FOLLOWING CONDITIONS WILL APPLY**

1. A holding fee will only be accepted once an application has been approved by the landlord. A written confirmation will be sent by the agent to the successful applicant advising this.
2. The holding Fee is equivalent to one (1) weeks rent to reserve the premises in favour of you for the period of seven (7) days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
4. That should the **Landlord accept your application** and should you not want to proceed with the property after paying a deposit, the landlord may retain the full amount of the holding deposit.
5. The holding fee will be paid towards the initial rent for the premises.
6. The holding fee will be banked into a Trust account and any refund will be given will be by way of EFT.

**SYDNEY SIDE REAL ESTATE ACTING FOR AND BEHALF OF THE LANDLORD OF THE PREMISES, ACKNOWLEDGES RECEIPT OF THE ABOVE APPLICATION AND THE ACCOMPANYING RESERVATION FEE AND AGREES.**

1. To reserve the premises for the period in accordance with the conditions stated above.
2. Prepare a Residential Tenancy Agreement for the premises

**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, 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, organizations, or any other members for verifying my identity and for the reason of locating me for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

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 with the current legislation, 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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.

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 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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DISCLOSURE