

Residential Tenancy Application

'Real Estate Solutions for the Inner West'

BALMAIN Realty

401 Darling Street, Balmain, 2041 &
35 Terry Street, Rozelle, 2039
PO Box 401, Balmain N.S.W. 2041
Ph 9818 8888
Fax 1800 REALTY
balmain@balmainrealty.com

Please provide copies of as many of the following documents as possible:

- Photo ID of each applicant over the age of 18yrs e.g. passport or driver's license
- Rental ledger or reference
- Medicare card
- Bank statement
- Proof of income e.g. current pay slip, letter of employment, letter from accountant or tax return (if self-employed)
- Property owners must provide current details of ownership of property eg: rates notice

Address of Premises Applied For:

Weekly Rent Amount:

Commencement Date:

Preferred Lease Term:

6 Months

12 Months

Other:

Rental Payments:

Fortnightly

Calendar Monthly (weekly rent divided by 7 x 365 and divided by 12)

Applicant's Details:

Full Name:

Date of Birth:

Mobile Number:

Work Number:

Home Number:

Email Address:

Current Occupation:

Period of Employment:

Employers Name:

Ph:

Employers Address:

Mob:

Email:

Emergency Contact:

Phone:

Mob:

Address:

Number of Occupants:

Adults:

Smoker: Yes No

Children:

Ages:

Pets:

Breed:

Current Address:		
Time at Current Address:		
Current Rent Paid:		
Current Agent:		Ph: <input type="text"/>

Previous Address:		
Time at Previous Address:		
Previous Rent Paid:		
Previous Agent:		Ph: <input type="text"/>

1. Holding Fee (1 week's rent)

If your application is accepted by the landlord you will be required to submit a holding fee (cheque or EFT only) of one week's rent immediately in order for Balmain Realty to hold the property off the market for a period of seven days. If you do not proceed with the tenancy within seven days or a date thereafter as directed by Balmain Realty you will forfeit the full amount of the holding fee. When the Tenancy Agreement is entered into the holding fee will be applied to the rent. The proposed commencement date is subject to change due to availability. If the Landlord/Agent is forced to withdraw the property or if the Landlord/Agent has failed to disclose material fact(s) or misrepresentation(s) before entering the Tenancy Agreement, the full holding deposit will be refunded.

2. Notice to Prospective Tenants:

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services), are the sole responsibility of the tenant and the tenant should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

3. Privacy Policy:

The *Privacy Act* 1988 (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information. The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant. This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage. The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) identify and verify the Applicant's identity; (b) process and assess the Application; (c) assess the Applicant's ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) comply with any applicable law; and (i) comply with any dispute resolution process.

If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application. Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required by any applicable law.

Information held by tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent not to. If the Applicant does not wish to receive any information about such products and services then please tick this box: or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date. The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

- I, the Applicant, confirm that I have NOT made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged facility.
- I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.
- I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for the aforementioned period of time and rent amount and I declare that the rental to be paid is within my means.
- I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I (Applicants name):

Of (Current address):

1. Agree to the aforementioned conditions and request that current/previous agent provide Balmain Realty with a reference and a copy of my rental history ledger in support of my residential tenancy application
2. Declare that I am not bankrupt or an undischarged bankrupt and affirm that the information provided above is correct
3. Affirm that I have inspected the above mentioned premises

Signature of Applicant:	<input type="text"/>	Date:	<input type="text"/>
Signature of Agent:	<input type="text"/>	Date:	<input type="text"/>

Please submit all applications to our Property Management team:
 Balmain Realty – 35 Terry Street, Rozelle
 Tel: 9818 8888 Fax: 9810 7777 Email: balmain@balmainrealty.com