

# APPLICATION FOR TENANCY

Property Address:					
Rent per Month	Fortnight	\$	Commencement Date:	Lease Term:	
No. of Adults:		No. Of Children:		Pets:	
Full Name:				D.O.B:	
Mobile:		Home:		Work:	
Drivers Lic. #:	State of Issue:	Passport #:	Country of Issue:		
Email Address:					
Current Address:					
Current Agent:				Phone:	
Period of Occupancy:				Rent: \$	
Previous Address:					
Previous Agent:				Phone:	
Occupation:		Net Income/week: \$	Period of Employment:		
Employers Name:				Phone:	
Employers Address:					
Full Time <input type="checkbox"/>		Part Time <input type="checkbox"/>		Contact Name:	
Previous Employer:				Period of Employment:	
Employers Address:				Phone:	
Personal Reference 1:		Relationship:	Phone:		
Personal Reference 2:		Relationship:	Phone:		
Emergency Contact:		Relationship:	Phone:		
<p><b>HOLDING FEES FOR APPROVED APPLICANTS:</b> In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1) The applicant if approved, will pay a holding fee of \$_____ equivalent to one weeks rent to reserve the premises in favour of the applicant.</li> <li>2) If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord the tenant no longer wishes to enter into the residential tenancy agreement.</li> <li>3) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.</li> <li>4) A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material facet by the landlord or landlord's agent.</li> <li>5) If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.</li> </ol> <p>The tenant acknowledges that the information above is true and correct and given of his/her own free will. The tenant understands that this is a pre-condition of the owner entering into the residential agreement that he/she is not bankrupt or insolvent, that the property has been inspected and will be leased in the condition that is it unless otherwise advised in writing. 1<sup>st</sup> City Property Management Pty Ltd, acknowledge receipt of the above application and if the applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the premises.</p>					
Holding Deposit: \$		Initial Payment: \$		Bond: \$	Total: \$
<b>APPLICANTS SIGNATURE</b>		<b>DATE</b>		<b>LANDLORD/AGENTS SIGNATURE</b>	

1st City Property Management Pty Ltd  
ABN 91 152 324 260

20 Transvaal Avenue,  
Double Bay, NSW 2028

T: (02) 9326 1299 F: (02) 9326 2352 E: pm@1stcity.com.au W: 1stcity.com.au



# 100 POINT IDENTIFICATION CHECKLIST

For applications to be processed 100 points of identification must be provided

DOCUMENT	POINTS	
Passport	40	<input type="checkbox"/>
Drivers License	40	<input type="checkbox"/>
Birth Certificate	30	<input type="checkbox"/>
Proof of Age Card	30	<input type="checkbox"/>
Medicare Card	20	<input type="checkbox"/>
Credit Card	20	<input type="checkbox"/>
Current Pay Slips	20	<input type="checkbox"/>
Tenancy Reference	20	<input type="checkbox"/>
3 Rental Receipts/Rental Ledger	20	<input type="checkbox"/>
Motor Vehicle Registration	10	<input type="checkbox"/>
Bank Statement	10	<input type="checkbox"/>
Utility Account	10	<input type="checkbox"/>
	<u>Total:</u>	

## Privacy Policy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

## 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(s) and tenants 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 enquiries.

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## 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 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. 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 the reason of locating me for any lawful purpose and I hereby consent to such use and disclosure of that information for that reason. 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 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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