

**Before any applications will be considered, each applicant must achieve a minimum of 100 Points**

Please provide copies of the following with your tenancy application form.

NOTICE : ALL SECTIONS OF THIS FORM MUST BE FILLED OUT

Documentation required	Value	Included
Photo ID -Current drivers Licence	30	
Passport	30	
Minimum of 2 current payslips	20	
Last 4 rent receipts	20	
Tenant rental ledger	20	
Medicare card	20	
Current Centrelink income Statement	20	
Bank Statement	15	
ATM car, Health care Card, Credit Card	15	
Utility Account ( electricity, Gas, Telephone	15	
Current Vehicle Registration Papers	15	
Birth Certificate	10	

**IMPORTANT NOTICE TO ALL APPLICANTS**

- If you are in a shared arrangement, It is mandatory that each person who wishes to reside on the premises to complete this application/ request to get more applications for each applicant. Failure to comply could result in breach of tenancy.
- Every person over the age of 18 must complete an application and provide reference.
- Applications that are incomplete will **NOT** be processed. This application will take a minimum of 48-72 hours to process ( once we have the above documents )
- We do NOT accept cash
- The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondent will be entered into.
- The property will remain on the market until and application has been approved and a deposit has been received.
- If the application is accepted- a deposit of one week's rent is to be provided as soon as possible by bank cheque or money order payable to Home land real Estate Liverpool.
- Upon signing a lease you are required to pay bond of 4 weeks rent, plus additional weeks rent so you will be 2weeks in advance this factors in the 1 weeks holding deposit.

Please Supply only photo copies of original documentations or scans

As **WE DO NOT PHOTO COPY DOCUMENTS (Do not include original documentation in submission)**

## 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 for the reason of locating me, and 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 current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation 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 am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do 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(s) and the tenant(s) must rely upon their own enquiry.

I also acknowledge that the holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Holding Period) and that the applicant must be in a position to sign the tenancy agreement within those 7 days. The Agent undertakes that: no other Holding Fee has been received for the premises; The whole Fee will be refunded if the landlord decides not to enter into the residential tenancy agreement with the Applicant for the premises during the Holding Period; The whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant; If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises;

The applicant agrees to pay a Holding fee equivalent to one weeks rent immediately their application has been approved. Failure to do so may result in the property being offered to another applicant. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period the landlord may retain the complete Holding Fee.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted however, that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes.

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.....

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. Copyright Trading Reference Australia ©



NOTICE : ALL SECTIONS OF THIS FORM MUST BE FILLED OUT

**A. AGENT DETAILS**

**Homeland**  
Real Estate  
Homeland Real Estate Pty Limited  
29 Memorial Avenue Liverpool 2170  
T: 9600 7177 • W: [homeland.com.au](http://homeland.com.au)

**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 tenants will occupy the property?

Adults  Children  Ages of Children

**C. PERSONAL DETAILS**

5. Please give us your details

Mr  Ms  Miss  Mrs  Other   
Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence NSW card number

Driver's licence expiry / 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

8. How did you find out about this property?

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

Office us only:-  
Tenant Check Complete  ReduceMyBills signed

D. FREE UTILITY CONNECTIONS User consent form

Free Price Comparison Call Now: 13000680603

**ReduceMyBills** .com.au Save money, Save time & Compare Electricity, Gas, Telephone..

By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances.

I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills.

I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner.

I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988. I/We authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance.

I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers.

I/We acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalist, cleaners and insurance.

I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services. I/we acknowledge that the nominated real estate entity along with Reducemybills may receive benefit from suppliers for provision of connections

**I/We declare that we have read and understand the above declaration and wish to be contacted by Reducemybills**

Sign \_\_\_\_\_ Date/ / /

**E. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge 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 authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;  
(b) My personal referees and employer/s;  
(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant  
(b) prepare lease/tenancy documents  
(c) allow tradespeople or equivalent organisations to contact me  
(d) lodge/claim/transfer to/from a Bond Authority  
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(f) refer to collection agents/lawyers (where applicable)  
(g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Date

Sign \_\_\_\_\_ Date / /

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

		Years			Months
--	--	-------	--	--	--------

**10. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**

		Years			Months
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**14. 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?

**G. 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 (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****19. Car Registration**

**20. Please provide details of any pets**

Breed/type

Council registration / number


**J. PAYMENT DETAILS****Property Rental**
 \$ per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
 (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
 and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
 and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent**

**Date**

**Signature of Applicant**

**Date**

## Rental Reference Check:

Applicant to complete section below:

Applicants Full Name: \_\_\_\_\_

Current Rental Property Address: \_\_\_\_\_

Managing Agent (office) : \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone Number of agent/ Private Owner: \_\_\_\_\_

Fax Number of Agent/Private Owner: \_\_\_\_\_

### Agent/Landlords to complete below:

Would you rent these tenants again? \_\_\_\_\_

Did the Tenants always pay rent on time? \_\_\_\_\_

Were routine inspections carried out ? \_\_\_\_\_

Did the tenant's ever breach their agreement? \_\_\_\_\_

Did the tenants have any pets? \_\_\_\_\_

If Vacated, Was the property in good condition? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Privacy Statement:** Privacy ACT 1988 COLLECTION NOTICE: 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 from other source 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 applicant is successful may be disclosed for the purpose of which is was collected to other parties including landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on Tenancy database. Information already had on the tenancy reference database may be disclosed to agent and /or landlord. If the Applicant enters into a residential tenancy agreement, and fails to comply with their obligations under agreement, that fact and others relevant personal information collected about the applicant the course of the tenancy may also be disclosed to the landlord's, third party operators of the tenancy reference database and /or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting Home Land Real Estate 29 Memorial Ave Liverpool NSW 2170, Phone 02 9600 7177, Fax 02 98213921, Email [mail@homeland.com.au](mailto:mail@homeland.com.au) The applicant can also correct this information if this 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. Please complete this form and return via fax 02 98213921 with TENANT LEDGER at your earliest convenience, If there are any problems please call us on 02 9600 7177

Agent's Full name: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Applicant Full name: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_