

### Tenancy Application Form

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|--|---|
| <b>How did you find out about this property?</b> | <input type="checkbox"/> Office Rental List <input type="checkbox"/> Local Paper <input type="checkbox"/> Internet<br><input type="checkbox"/> Window Display <input type="checkbox"/> Referral <input type="checkbox"/> Other _____              |
| <b>Rental Property:</b>                          | Address: _____<br>_____   |
| <b>Tenancy Requirements:</b>                     | Commencement Date: ____ / ____ / ____<br>Length of Tenancy: _____ months  |
| <b>Applicant's Full Name and Address:</b>        | Name: _____<br>Address: _____<br>_____  |
| <b>Applicant's Contact Details:</b>              | Home: _____                      Work: _____<br>Mobile: _____<br>Email: _____   |
| <b>Current Rental Details:</b>                   | Current Rent \$ _____ per week<br>How long have you lived there? _____ months<br>Agent/Landlord _____                      Ph: _____<br>Reason for leaving: _____   |
| <b>Employment:</b>                               | Current Employer: _____<br>Your Position: _____                      Length of employment: _____<br>Contact Name: _____                      Phone: _____<br>Net monthly income: \$ _____                      Full time / Part time (circle one) |
| <b>Personal Details:</b>                         | Date of Birth: ____ / ____ / ____                      Driver's Licence No.: _____<br>Passport No.: _____                      State of Issue: _____<br>Country of Issue: _____   |
| <b>Occupancy Details:</b>                        | Total Number of Occupants: _____                      Number & ages of children: _____<br>Pets? YES / NO                      Number and Type: _____  |
|  |   |

|  |                     |                   |                    |
|--|---------------------|-------------------|--------------------|
| <b>Emergency Contact</b>               | Name: _____         |                   |                    |
|  | Address: _____      |                   |                    |
|  | Relationship: _____ |                   | Tel: _____         |
| <b>References:<br/>(not relatives)</b> | <b>NAME</b>         | <b>OCCUPATION</b> | <b>TEL (WORK):</b> |
|  |                     |                   |                    |
|  |                     |                   |                    |
|  |                     |                   |                    |

**Confirmation**

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition  Yes  No
- If "NO," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

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 .....

- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- I consent to the information provided in this application being verified and a reference check on the TICA & TRA Databases.

**Privacy Statement**

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 to manage the tenancy. Personal information collected about you in this 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 the Landlord and us. 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 your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week/month.

**I undertake to pay the monies detailed below by a bank cheque or money order. (Made payable to Raine & Horne Mascot/Rosebery)**

**Statement of Costs**

Rental Bond (4 week's rent) \$ .....

Rent in advance \$ .....

**Total:** \$ .....

**I/We agree that if our application for the premises is successful, I/We agree to pay rental by Automatic Direct Debit initiated by your bank or Rental Deposits to the Commonwealth Bank utilising Deposit Books provided by our agency.**

Applicant's Signature ..... Date: ...../...../.....

Agent's Signature ..... Date: ...../...../.....

# TRADING REFERENCE AUSTRALIA

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 / or 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or 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 removal of my name and / or 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 / or 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 to the Property Stock and Business Agents Amendment (Tenant Database) Regulation 2004. I and / or 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults 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 the 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

Print Name of Referee 1

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Gender ..... Date of Birth ..... Drivers Licence .....

Home Phone ..... Mobile .....

Signature of Referee

.....

Print Name of Referee 2

.....

Gender ..... Date of Birth ..... Drivers Licence .....

Home Phone ..... Mobile .....

Signature of Referee

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I recognise that my photo id may be scanned onto TRA for absolute identification I, the tenant I, the referee, 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 and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Video Stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any lawful purpose. 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

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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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

TRA \* DISCLOSURE

### ID Checklist

To process your application, Raine & Horne Mascot / Rosebery requires at least 100 points of ID, from the checklist below. While some may not be applicable to you, we suggest as many as possible. Please provide copies of all ID to assist your application. Thank you.

| Type                                   | No. of Points | Yes/No |
|--|---------------|--------|
| Drivers Licence                        | 40 Points     |        |
| Passport                               | 40 Points     |        |
| Birth Certificate                      | 30 Points     |        |
| Other Photo ID                         | 30 Points     |        |
| Current Wage Advice                    | 20 Points     |        |
| Previous Tenancy Refrence              | 20 Points     |        |
| Previous 2 Rent Receipt                | 20 Points     |        |
| Motor Vehicle Registration Certificate | 10 Points     |        |
| Bank Statement                         | 10 Points     |        |
| Telephone Account                      | 10 Points     |        |
| Electricity Account                    | 10 Points     |        |
| Gas Account                            | 10 Points     |        |
|  | <b>Total</b>  |        |