

## Tenancy Application Form

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

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

**Confirmation**

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition  Yes  No
2. 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.

.....  
 .....

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. 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 Robert Allan Property)**

**Statement of Costs**

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

Rent in advance ( 2 weeks) \$ .....

**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: / /

DISCLOSURE

## 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 used by or disclosed 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 and c) for direct marketing purposes unless I have notified you that I do not consent to my information used for direct marketing purposes. 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 also recognize that my photo id may be scanned onto TRA for absolute identification.

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 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).

### Agency Requirements:

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; **"I have read, agree and understand the above information including the Agency Requirements section"**

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 ©

# RobertAllan Property

## ID Checklist

To process your application, we require at least 100 points of ID, from the checklist below.

We suggest supplying us with as many as possible. Please provide copies of ID's to assist with your application.

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

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**THIS BUSINESS IS INDEPENDENTLY OWNED AND OPERATED BY KINCA Y PTY LTD**

# RobertAllan Property

## WARNING

### HOLDING DEPOSIT

I/We agree that any Holding Deposit received by Robert Allan Property for....., will be subjected to the following conditions:

Should the application be withdrawn by the successful applicant at any time, the full Holding Deposit will be retained by the agent and given to the landlord. Please only leave this deposit if you are absolutely certain you are accepting this property.

Applicant Signature..... Date: ...../..... /

Applicant Signature..... Date: ...../..... /

Applicant Signature: ..... Date: ...../..... /