



RESIDENTIAL TENANCY APPLICATION

Dear Valued Prospective Tenant,

Thank you for choosing R&W Property Management. Please find following our Residential Tenancy Application Form. Please complete this application thoroughly. ALL INFORMATION must be completed (without exception), before the application can be processed by our office.

Also note the following important points:

1. We require all our tenants to pay rent on a weekly / calendar monthly basis (dependant on lease terms) in advance at all times by Quick-Rent card.
2. This application must also be accompanied by 'supporting documents' totalling 100 points or more. See checklist below. Applications will not be considered without this information.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, agreement preparation fee and rent in advance.

**Yours Sincerely,
The R&W Property Management Team**

NEW Rental Property:

Property Address

Please find following a checklist of documents accepted and their respective 'point' scores.

100 Points Checklist:

<input type="checkbox"/> Complete Tenant Rental Ledger	50 Points
<input type="checkbox"/> Driver's License	40 Points
<input type="checkbox"/> Council Rates	20 Points
<input type="checkbox"/> Water Rates	20 Points
<input type="checkbox"/> Strata Levies	20 Points
<input type="checkbox"/> 2 Written References from Previous Landlords or Agents	20 Points
<input type="checkbox"/> Proof of Income	20 Points
<input type="checkbox"/> Current Motor Vehicle Registration Papers	10 Points
<input type="checkbox"/> Copy of Previous Phone, Electricity, Gas Account or Bank Statement	10 Points
<input type="checkbox"/> Birth Certificate	10 Points
<input type="checkbox"/> Passport	10 Points
<input type="checkbox"/> Photo ID	10 Points

- Should you not be able to meet the 100 check points, please speak to a property officer.
- All tenancy applicants are referred to Tenants Reference Australia for confirmation of details supplied.
- No application will be accepted until all details have been verified by Tenants Reference Australia.
- Richardson & Wrench Bondi Beach is not obliged to provide applicants with reasons should this application be unsuccessful.
- Photocopies of original documents to support this application are to be provided by the applicant.

NEW Rental Property:

Property Address		
Intended Length of Tenancy (months)	Date Tenancy to Commence	Rent \$ (per week)

Occupancy Details:

No. of Adults	No. of Children & Ages (if any)	No. & Type/s of Animals (if any)
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I will accept the property in the condition, I have sighted on inspection:

Signed	Date
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Applicant's Details:

Full Name	Date of Birth	
Present Address		
Home Phone	Work Phone	Mobile
Email	Driver's License No.	Driver's License State of Issue
Vehicle Registration No.	Passport No.	Passport Country of Issue

Current Rental Details:

Name of Present Landlord/Agent	Phone
Address of Present Rented Premises	Reason for Leaving
Length of Time at Present Address	

Previous Rental Details:

Name of Previous Landlord/Agent	Phone
Address of Previous Rented Premises	Reason for Leaving
Length of Tenancy	

Current Employment Details:

Current Employer (Company)	Contact Name (Manager)	Contact Phone (Manager)
Occupation	Full-time or Part-time Employment	Length of Employment

Previous Employment Details:

Previous Occupation	Contact Name (Previous Manager)	Contact Phone (Previous Manager)
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Business/Personal References: (Not Relatives)

Business Reference	Phone (Not Mobile)
Personal Reference	Phone (Not Mobile)

Emergency Contact Details:

Contact Name #1	Phone	Relationship
Address		

OFFICE USE ONLY

Lease Term:

3 months	6 months	12 months
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Lease Details:

Landlord's Name	Start Date	Rent \$ (per week)
Address		Garaging
Special Clauses		

Deposit:

A Deposit of \$ (paid)	Payment made by	Date
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Tenant entered on computer: Yes / No

TRA Search Certificate Print-out attached: Yes / No

Comments

Has this application been approved by the owner? Yes / No

Comments

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 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 landlords and their advisors, referees, trades people, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 Privacy Office as follows:

Attention: Privacy Officer
Richardson & Wrench Bondi Beach
Shop 2, 10 Jaques Avenue,
Bondi Beach NSW 2026
Phone: (02) 8362 4000
Fax: (02) 02 8362 4044
Email: admin@rwbb.com.au
(Please attention email to Privacy Officer)

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.

DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:

1. I have inspected the property located at .
2. I have of my own accord decided that I wish to rent the aforementioned property commencing / / , for a period of .
3. I have been informed, understand and agree that the rental for the said property is to be \$ per week and is within my means of support.
- 4.(i) I have been informed, understand and agree the rental for the said property is to be paid every and is to be paid by the due date at all times.

(ii) I have been informed, understand and agree that the lessor/agent will carry out inspection on the property on a basis and I further warrant that I will co-operate fully to allow this inspection to be carried out on a basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ and I further authorise the letting agent to attend to all details regarding the lodgment of said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
7. I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be recoverable from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
 - (a) listing my name with the database as a result of a tribunal order or multiple breach notices,
 - (b) enforcing a tribunal order,
 - (c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
9. I have been informed and understand that this property may be covered by a Landlord Assistance Plan and in this case I further consent to the agent supplying my personal information to Landlord Assistance Plan Pty Ltd.
10. I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
11. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act.
12. I have been informed, understand and acknowledge that the Agent has the contact details for the tenancy database/s they use and that the Agent will supply these contacts should I request the contact details.

13. Acknowledgement of Terms & Conditions of Reservation Fee

I/We acknowledge that I/We have paid a reservation fee (cash or EFT) of \$ to reserve the said premises for days. Should I/We decide not to proceed, the above reservation fee shall be forfeited to the owner for the amount of rent during that period the premises were reserved, the remainder is to be refunded in full. Should the landlord decline the application, the reservation fee will be refunded in full. I shall make no claim against the owner of agent should the premises be found unavailable. I/We the applicant/s do hereby solely and sincerely declare that I/We are not bankrupt or an discharged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take tenancy for a period of weeks, at a rental of \$ payable per .

Signature of Applicant

Date

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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 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 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		
Gender	Date of Birth	Drivers Licence
Address		
Home Phone	Work Phone	Mobile
Signature of Referee 1		
Print Name of Referee 2		
Gender	Date of Birth	Drivers Licence
Address		
Home Phone	Work Phone	Mobile
Signature of Referee 2		

I recognize 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, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason 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	
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. Copyright Trading Reference Australia