

# APPLICATION FORM

Your Full Name \_\_\_\_\_

## RENTAL PROPERTY APPLYING FOR

Address \_\_\_\_\_ Suburb \_\_\_\_\_

Rent \$ \_\_\_\_\_ per week. Lease Term **6** ☐ / **12** ☐ Months. Date Lease to Commence \_\_\_\_/\_\_\_\_/\_\_\_\_.

Pets **Yes** ☐ / **No** ☐

## DECLARATION

I acknowledge that this is an application to lease this property and that my application is **subject to the owner's approval** and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse sides and additional pages) is true and correct and given of my own free will. **I declare that I have inspected the premises** and am not bankrupt. I authorize the agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information, this may include a tenancy database.

I would like to lodge my bond using Rental Bonds Online **Yes** ☐ / **No** ☐

(to lodge your bond online you **must** have: access to the internet, an email address, a mobile phone that uses SMS, a credit card (visa or MasterCard) or can use B-Pay and an Australian bank account)

If you tick **YES** please nominate **ONE** primary tenant: \_\_\_\_\_

Do you have an existing account with Rental Bonds OnLine? **Yes** ☐ **No** ☐ **Don't Know** ☐

## IDENTIFICATION REQUIRED (Each applicant must provide 100 points of I.D. based on the following)

### 40 Points - MINIMUM REQUIREMENT

☐ Drivers License/Proof of Age RTA Card and/or ☐ Passport

Plus any combination of the following to make up the total 100 points of ID:

### 20 Points

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Birth Certificate                                    | <input type="checkbox"/> Proof of Citizenship       | <input type="checkbox"/> Pay slip/letter of employment |
| <input type="checkbox"/> Sydney Water Rates Notice                            | <input type="checkbox"/> Council Rates Notice       | <input type="checkbox"/> Car Registration Papers       |
| <input type="checkbox"/> Medicare Card  | <input type="checkbox"/> Student/University ID Card | <input type="checkbox"/> Gas/Electricity/Phone Account |
| <input type="checkbox"/> Bank Statement                                       | <input type="checkbox"/> Rental Ledger (Current)    | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Accountants contact details - if self employed _____ |   |  |

**CURRENTLY RENTING** **YES** ☐ **NO** ☐ (Please mark one)

If **YES**. Please attach a copy of your current rental ledger from your current agent

## IMPORTANT - APPLICATION WILL NOT BE PROCESSED IF:-

- Insufficient ID is provided
  - We have not received an application from each adult planning to occupy the property by 5pm the following day
  - You have not filled in the complete application (all 6 pages) and/or have not signed each appropriate spot
- Please note:-**
- If you are not prepared to lease the property in its current state and condition, **do not** fill in an application
  - The landlord reserves the right to decline **any** application
  - I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons
  - Ensure all agent/employer/reference phone numbers are entered correctly - the more information you provide, the sooner you will have a response
  - If you are self-employed we need access to your current accountant details and proof of income/ownership
  - This application form will be destroyed after 7 days, if your application is unsuccessful

I have read and understood the above information.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# APPLICATION FORM

## PERSONAL DETAILS

Given Names \_\_\_\_\_ Surname \_\_\_\_\_  
 Date Of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License # \_\_\_\_\_ Passport # \_\_\_\_\_  
 Email Address \_\_\_\_\_@\_\_\_\_\_  
 Work Phone Number \_\_\_\_\_ Mobile \_\_\_\_\_  
 Car Registration \_\_\_\_\_ Make/Model/Colour \_\_\_\_\_  
 Total Number of vehicles including any trailers/boats/caravans etc to be kept at the property \_\_\_\_\_  
 Do you Receive a Pension **Yes / No** If yes, please advise type of Pension \_\_\_\_\_  
 Do you receive any other income **Yes / No** If yes, please advise \_\_\_\_\_  
 NB: Please supply documentation of any pension and or other income received  
 Number of Adults over 18 to lease property \_\_\_\_\_ Number of Children \_\_\_\_\_ Ages of Children \_\_\_\_\_  
 Are any pets to be kept at the property **Yes / No** Type \_\_\_\_\_ **Indoor or Outdoor**

## CURRENT SITUATION

Do you: ☐ **Own** ☐ **Rent** ☐ **Board** ☐ **Live at Home/with Relatives**  
 Address \_\_\_\_\_  
 How long have you lived at your current address \_\_\_\_ Years \_\_\_\_ Months Amount Paid Per Week \$\_\_\_\_\_:00  
 Name of Real Estate Agent/Landlord: \_\_\_\_\_  
 Landlord/Agent Phone Number \_\_\_\_\_ Landlord/Agent Fax Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

## PREVIOUS RESIDENTIAL HISTORY

Did you: ☐ **Own** ☐ **Rent** ☐ **Board** ☐ **Live at Home/with Relatives**  
 Previous Address \_\_\_\_\_  
 How Long did you live at your previous address \_\_\_\_ Years \_\_\_\_ Months Amount Paid Per Week \$\_\_\_\_\_.00  
 Name of Real Estate Agent/Landlord: \_\_\_\_\_  
 Landlord/Agent Phone Number \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Was bond repaid in full? ☐ **Yes** ☐ **No** - Why not? \_\_\_\_\_

## CURRENT EMPLOYMENT DETAILS

Company Name \_\_\_\_\_ Your Occupation \_\_\_\_\_  
 Employment Address \_\_\_\_\_  
 Employer Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Length At Current Employment \_\_\_\_ Years \_\_\_\_ Months Full time? **Yes / No** Net Weekly Income \$\_\_\_\_\_ p.w

## PREVIOUS EMPLOYMENT DETAILS

Company Name \_\_\_\_\_ Your Occupation \_\_\_\_\_  
 Employment Address \_\_\_\_\_  
 Employer Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Length of Employment \_\_\_\_ Years \_\_\_\_ Months Full time? **Yes / No** Net Weekly Income \$\_\_\_\_\_ p.w

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<b>PREVIOUS EMPLOYMENT DETAILS</b> Company Name _____ Your Occupation _____ Employment Address _____ Employer Phone # _____ Fax # _____ Contact Person _____ Length of Employment ____ Years ____ Months Full time? <b>Yes / No</b> Net Weekly Income \$ _____ p.w	
<b>PERSONAL REFERENCES</b> 1. Full Name _____ Relationship _____ Phone _____	<b>PERSONAL REFERENCES</b> 2. Full Name _____ Relationship _____ Phone _____
<b>NEXT OF KIN</b> Emergency Contact _____ Relationship _____ Address _____ Phone Home _____ Phone Work _____ Mobile _____	
During my inspection of the property I found it to be in a neat and clean condition, and that I propose to rent the property in its current condition and state of repair. <p style="text-align: center;"><b>YES / NO (circle one)</b></p> If no, please <b>attach additional information</b> . It is acknowledged, that these items/requests are subject to approval.	
<b>DECLARATION</b> I hereby solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my own free will. I offer to rent the property from the owner under a lease to be prepared by the Agent. 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 employers 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 trades people or equivalent organisations to contact me. D) Lodge/claim/transfer to/from Residential Tenancies Bond Authority E) Refer to Consumer, Trader, Tenancy Tribunals/Local/High Courts & Statutory Authorities (where applicable) F) Refer to Collection Agents/lawyers (where applicable) I am aware that the agent will use and disclose my personal information to the following rental database companies; A) TICA Tenancy Information Center Australia. B) RPDATA	
<b>IF MY APPLICATION IS APPROVED</b> <ul style="list-style-type: none"> <li>A holding deposit equal to <b>ONE WEEKS RENT</b> must be paid within 24 hours of your application being approved.</li> <li>Payment by <b>money order, bank cheque or bank transfer ONLY</b> <u><b>NO CASH OR PERSONAL CHEQUES ACCEPTED</b></u></li> <li>The whole fee will be refunded if the landlord decides not to enter into a residential tenancy agreement for the premises during the reservation period.</li> <li>If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the reservation period, the landlord will retain the whole of the holding deposit (based on the proposed rent).</li> <li>If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.</li> </ul>	
<b>SIGNING THE LEASE....</b> <ul style="list-style-type: none"> <li><b>NO KEYS</b> will be released for a property until all parties sign the lease and all monies are paid in full</li> <li>Funds required when sign are: 4 weeks rent for <b>BOND</b> 2 weeks rent in advance</li> <li>Payment by <b>money order or bank cheque ONLY</b> <u><b>NO CASH OR PERSONAL CHEQUES ACCEPTED</b></u></li> </ul>	
Signature _____ Date ____/____/____	



## CONSENT FORM FOR INFORMATION

I, \_\_\_\_\_ of  
(NAME)

\_\_\_\_\_  
(CURRENT ADDRESS)

give permission for my place of employment

\_\_\_\_\_  
(CURRENT WORK)

to provide confirmation of my employment details including income and length of employment to  
Richardson & Wrench Baulkham Hills.

I also give permission for my current real estate agent

\_\_\_\_\_  
(REAL ESTATE AGENCY)

to give any information about my rental history that is required by  
Richardson & Wrench Baulkham Hills  
to support my application on the rental property that I have applied for.

Signature \_\_\_\_\_

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

# **PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS**

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

**Member Name:** Richardson & Wrench Baulkham Hills  
**Address:** 24 Old Northern Road, Baulkham Hills  
**Phone:** (02) 9686 1234  
**Email:** rentals@rwrealty.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above number or address.

## **PRIMARY PURPOSE**

Before a tenancy is accepted we collect your information to assess the risk to our clients in Providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

## **SECONDARY PURPOSE**

During and after the tenancy we may need to disclose your personal information to:

- Trades people to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessor / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we can not properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

## **TICA STATEMENT**

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

## PRIVACY ACT (cont)

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

- Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)
- Mail: TICA Public Enquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30 plus stamped self addressed envelope is required.

### PRIMARY PURPOSE

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows:

- Name
- Date of birth
- Drivers license number
- Proof of age card number
- Passport number (except Australian)
- Comments made by a TICA member in relation to your tenancy - which members you rented through and which members you applied to.

### *Further Information About TICA*

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed by the Applicant:

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(Signature)

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(Print Name)

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(Date)