

## Tenancy Application Form

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent on a calendar monthly basis by BPay, Internet Transfer, Bank Cheque or Money Order.
2. This application must be accompanied by a copy of your drivers licence and/or Passport for identification purposes
3. We also need the last three pay slips and a rental ledger from your current real estate (council/water rates notice for home owners).
4. If there is more than one applicant, a separate application form is required for each applicant.
5. If the application is approved, you will be required to provide either a bank cheque or money order for the Rental Bond, Lease Preparation Fee and first months rent in advance.
6. Please return by Fax: 02 9488 5565 or Email: [receptions@chadwickrealestate.com.au](mailto:receptions@chadwickrealestate.com.au)

### ADDRESS OF PREMISES:

APPLICANTS FULL NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE (H): \_\_\_\_\_ PHONE (W): \_\_\_\_\_ MOBILE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_ PETS: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ PHONE #: \_\_\_\_\_ NO. OF PERSONS TO OCCUPY: \_\_\_\_\_

CURRENT LANDLORD/AGENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ CURRENT RENT P/W: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS LANDLORD/AGENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ CURRENT RENT P/W: \_\_\_\_\_

CURRENT OCCUPATION/POSITION \_\_\_\_\_ FULLTIME  PART TIME

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ NET INCOME: \_\_\_\_\_

PREVIOUS OCCUPATION/POSITION \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_

### PERSONAL REFERENCES (NOT FAMILY)

1 \_\_\_\_\_ PHONE: \_\_\_\_\_

2 \_\_\_\_\_ PHONE: \_\_\_\_\_

3 \_\_\_\_\_ PHONE: \_\_\_\_\_

### CREDIT/BUSINESS REFERENCES

1 \_\_\_\_\_ PHONE: \_\_\_\_\_

2 \_\_\_\_\_ PHONE: \_\_\_\_\_

3 \_\_\_\_\_ PHONE: \_\_\_\_\_

**I CONFIRM THE FOLLOWING:**

- 1. During my inspection of this property I found it to be in a satisfactory 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.
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- 3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlords approval.
- 4. I confirm having received a copy of this application for my retention
- 5. I consent to the information provided in this application being verified and a reference check on the Trading Reference Australia (TRA) and TICA Default Tenancy Control database being undertaken.

**APPLICATION:**

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

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I undertake to pay the monies detailed below by bank cheque or a money order made payable to Ian Chadwick First National Real Estate upon signing the Residential Tenancy Agreement.

**RESERVATION OF PREMISES:**

- 1. The premises will be reserved for the applicant for a period of seven days.
- 2. The reservation Fee of \$..... is equivalent to one week's rent to reserve the premises in your favor for the period of **7 days**.
- 3. During this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
- 4. Should the Landlord decline the application, the Reservation Fee will be refunded to the applicant in full.
- 5. Should the Landlord accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
- 6. Should the applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the applicant on a pro-rata basis.
- 7. The Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.

**STATEMENT OF COSTS & TENANCY TERMS:**

Term of lease: \_\_\_\_\_ Commencing on: \_\_\_\_\_ Rent (per month) \_\_\_\_\_

First payment of rent in advance:	\$ _____
Rental Bond:	\$ _____
Lease preparation fee:	\$ _____
Sub Total:	\$ _____
Less deposit/reservation fee:	\$ _____
<b>TOTAL DUE:</b>	<b>\$ _____</b>

Ian Chadwick First National Real Estate, acting for the Landlord of the premises, acknowledges receipt of the above Application and the accompanying Reservation Fee and agree:

- 1. To reserve the premises for the period in accordance with the conditions stated above.
- 2. To notify the applicant within the reservation period whether or not the applicant has been approved.
- 3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

By signing this application, I agree to all the terms and conditions within this document.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ATTACHMENTS:**

- 1. Reservation fee
- 2. Payslips (3 if possible please) or Confirmation of Employment
- 3. Passport (with visa if applicable)
- 4. Rental Ledger from current rental property, or Council/Water Rates notification if you own your own home

**PRIVACY STATEMENT**

The personal information you provide in this application or that is 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, the 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 accurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**TRADING REFERENCE AUSTRALIA DISCLOSURE:**

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation. I authorise this agent to provide and information about me to TRA / Landlord for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA.

I acknowledge that if I am 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, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord and I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I acknowledge that information provided to TRA by these authorities given by me may be available to:

- a) Real Estate Agents and Landlords to assist them in evaluating applications for leases.
- b) Real Estate Agents, Landlords, and other persons or institutions for the purpose of locating me.

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). Trading Reference Australia may be contacted during business hours regarding any records kept concerning you.

**TICA DEFAULT TENANCY CONTROL DATABASE:****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.
- Refereed 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:

- Tradespeople 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 Lessors/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 cannot 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. 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 enquiries 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: 1902 220 346 calls are charged at \$4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Enquiries PO Box 120, Concord NSW 2137, a fee of \$8.80 plus 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 that 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 Licence Number, Proof of age card number or 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.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AGENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **Direct Connect** Your Free No Obligation Utility Connection Service

### Step 1

Select the utilities you would like connected by ticking the relevant boxes below.

### Step 2

Fill out the relevant details on this form, sign it and lodge it with your property manager.

### Step 3

We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity  Internet  Gas  Phone  Pay TV  Insurance

#### A. CONNECTION DETAILS

##### 1. Address for connection

Postcode

Date for connection? \_\_\_/\_\_\_/\_\_\_ Move in Date? \_\_\_/\_\_\_/\_\_\_ Lease Period? \_\_\_\_\_ Months

#### B. APPLICANT DETAILS

##### 2. ID Details

Title	Given name	Surname

Date of Birth	Driver's licence no. & State	Driver's licence expiry date
Passport no. (If applicable)	Passport Expiry Date	Email Address

##### 3. Contact Details

Home phone no.	Work phone no.	Mobile phone no.
What is your current address?		Postcode

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:

Date:

**P: 1300 664 715**

**F: 1300 664 185**

**W: [www.directconnect.com.au](http://www.directconnect.com.au)**