

Tenancy application form

Thank you for your enquiry regarding our rental property.

- 1) Please complete this application thoroughly so we can process it as quickly as possible. Applications that are incomplete cannot be processed.
- 2) If there is more than one applicant, a separate application form is required for each applicant.

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification [at least 100 points must be provided]

- Current Drivers licence [40 points]
- Birth Certificate [30 points]
- Proof of age card [30 points]
- Passport [40 points]
- Medicare card [20 points]
- Credit Card [20 points]
- Motor Vehicle Registration [10 points]
- Bank Statement [10 points]
- Telephone account [10 points]
- Gas/Electric account [10 points]

PLEASE ALSO ATTACH THE FOLLOWING DOCUMENTS:

- Proof of Rental History
- Last four rental receipts OR
- Printout of tenancy history

PROOF OF CURRENT ADDRESS

- Utility statements [no greater than 6 months old]
- Council rate notice

PROOF OF INCOME

- 3 previous pay slips OR
- Bank Statement OR
- If self-employed – tax returns and business registration

REFERENCES

- Minimum 2 written references from previous agent or landlord: AND/OR
- Written reference from employer or friend

Should you NOT be able to meet the 100 checkpoints, please phone our property management team.

PRIVACY DISCLOSURE STATEMENT

Cremorne First National
2a/283 Military Road, CREMORNE NSW 2090

We are bound by the National Privacy Principles governing the personal information about you, to assess your application for a residential tenancy.

We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you, by contacting a member of staff at this office, who will inform the Principal and who will make the information available to you as soon as practicable.

If you do not complete this form or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Consent

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement of Cremorne First National I authorise Cremorne First National to collect information about me from:

- [a] My previous letting agents and/or landlords.
- [b] My current and previous employer/s
- [c] My personal referees

I authorise Cremorne First National to disclose the personal information it collects about me to the owners of the property. I also authorise Cremorne First National to refer my details to future letting agents and or landlords (to assist with future rental applications).

 Applicant:

 Date:



Rental property:

property address

Tenancy requirements:

length of tenancy

[months]

rent

\$

[per week]

commencement date

Occupancy details:

how many to occupy property

number and ages of children (if any)

no. and type of pets

Applicant's details:

name

email

Tenant address

home phone

Work phone

mobile phone

Are you a smoker? YES / NO

Personal details:

date of birth

drivers licence number

licence - state of issue

passport number

country of issue

car rego



Current rental details:

current rent
\$ [per week]

how long did you live there?
months

reason for leaving

agent/landlord

work phone

Previous rental details:

current rent
\$ [per week]

how long did you live there?
months

reason for leaving

agent/landlord

work phone

Current employment:

current employer [company] and address

contact name [manager]

contact's work phone

your position

length of employment

net income
\$ [per week]

full or part time?

Previous employment:

Previous employer [company]

Contact name [manager]

contact's phone no.

your position

length of employment

net income
\$ [per week]

full time or part time?



name	relationship	contact phone
address		

Personal/business references: (not relatives)

name:	occupation:	work phone
i address		

name	occupation	work phone
address		

How did you find out about this property?

Internet (please specify)	<input type="checkbox"/> cremornefn.com.au	<input type="checkbox"/> domain.com.au
	<input type="checkbox"/> homehound.com.au	<input type="checkbox"/> realestate.com.au
<input type="checkbox"/> For lease board	<input type="checkbox"/> window display	<input type="checkbox"/> Other

RESERVATION FEE:

- When approved for tenancy, the successful applicant/s are required to pay a reservation fee only equal to one weeks rent immediately to our agency.
- If the tenancy proceeds, the Reservation Fee is applied as rent.
- If the application is successful, but the applicants decide not to take the premises after approval advice, the agent will retain for the landlord the full deposit amount.

NOTICE: The applicant states that all information supplied in this is true and correct and as such is a precondition to the landlord entering into the Residential Tenancy Agreement. The applicant further states that he or she is not bankrupt and will notify the agent within 7 days if he/she may become so. Section 42A of the Auctioneers and Agent Act 1941 provides that applicant to review an itemised account may be made to the Real Estate Services Council within 28 days of the itemised account being served upon you.



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. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, 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, 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, organisations or any other members for the reason of locating me for any lawful purpose and I hereby consent to such use and disclosure of that information for that reason. 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. 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.

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