

Application to Lease (Page 1 of 2)

For your application to be processed you must answer all questions, and sign each page.

Flat / Unit / Town-House / Villa / Duplex / House / Other

Independent Property Centre



PROPERTY DETAILS

1. Address of property applied for?

1a. Lease term requested?

 / / Other

Rent per week
\$

2. From (Date to commence lease agreement)

Date Approved: YES / NO

3. How many people will occupy the premises ?

Adults Children Ages:

PERSONAL DETAILS (APPLICANT 1)

4. Please give us your details

Mr. Mrs. Ms. Miss

Surname / Family Name

Given name/s

Date of Birth

5. Current address

Driver's licence no.

Driver's licence state

Passport no.

Language Spoken

Home phone no.

Mobile phone no.

6. EMPLOYMENT DETAILS: What is your occupation

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Net income

Years Months \$ P/W-P/F

DECLARATION (APPLICANT 1)

I declare that the information contained within this application and given by myself is true in every detail. I / We have viewed the premises and agree to sign an agreement on the day nominated.

Signature
X

Date

Property Manager

ESSENTIAL DOCUMENTS * (Tick all which you can supply)

- * RENT ledger from a previous Agent / Landlord
- * RENT receipts from previous tenancy (Properly dated)
- * Drivers Licence for NSW
- * Proof of Income (Such as a most recent pay slip)
- * Passport (Must be still current)
- * Photo identification with a recognized ID card
- Birth Certificate
- Council rates of any owned properties
- Electricity and / or telephone and / or gas bill
- Medicare card / Credit card
- Latest bank statement or loan repaid proof
- Other form of information to assist this application

PERSONAL DETAILS (APPLICANT 2)

7. Please give us your details

Mr. Mrs. Ms. Miss

Surname / Family Name

Given name/s

Date of Birth

8. Current address

Driver's licence no.

Driver's licence state

Passport no.

Language Spoken

Home phone no.

Mobile phone no.

9. EMPLOYMENT DETAILS: What is your occupation

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Net income

Years Months \$ P/W-P/F

DECLARATION (APPLICANT 2)

I declare that the information contained within this application and given by myself is true in every detail. I / We agree to sign a lease agreement on; Mon. Tues. Wed. Thurs. Fri. Sat

/

AM / PM

Signature
X

Date

APPLICANT/S RENTAL / ACCOMODATION HISTORY

10. How long have you lived at your current address

Years Months

11. Why are you leaving this address

12. Agent/Landlord/Owner details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid
 \$

Have you ever had part/all of your bond withheld by an agent/landlord

YES / NO Amount \$ Rent / Cleaning / Other

DETAILS

Please answer the following questions:

	yes	no
Have you ever been evicted by any landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property ?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a reason your rent payment may be affected ?	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

13. Email address

14. Car Registration Make & Model

15. Do you own any **PETS** that will be housed with you? Yes No

Breed/Type Council registration / No.

CONTACTS / REFERENCES

16. Please provide contact of a relative, in case of emergency.

Name & Contact No.

Address:

17. Please provide name & contact number for a person not related to you

Name & Contact No.

Address:

ACKNOWLEDGEMENT PAYMENT DETAILS (OFFICE USE ONLY)

Lease term approved Commencement date
26 Weeks / 52 Weeks / Other / /

First 2 weeks rent in advance	\$
+ Rental bond (4 weeks rent)	\$
+ Tenant's cost of preparing tenancy agreement	\$ 15
Sub Total	\$
(Money Order or Bank Cheque only)	\$
- Less: Deposit paid	\$
	\$

Amount payable on signing tenancy agreement

IT IS HEREBY ACKNOWLEDGED THAT;

The Applicant, when approved, will pay **only** by **bank cheque** or **money order** a Reservation Fee equivalent to two (2) weeks rent (the first 2 weeks rent) to reserve the premises in favor of the Applicant for a period of seven (7) days

The premises will not be let during the Reservation Period, pending the execution of a residential tenancy agreement.

The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period.

Should the Applicant decide not to proceed, the owner 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. A refund of the remainder (if any) of the Reservation Fee will be made to the Applicant on a pro-rata basis.

If a residential tenancy agreement is entered into, the Reservation Fee is to be contributed towards rent for the premises.

APPLICANTS DECLARATION

I am of legal capacity (18 years old or more) and declare 'I am not a bankrupt'.

I hereby offer to rent the property from the owner under a lease agreement to be prepared by the Agent. I acknowledge that I will be required to pay costs associated with a lease agreement prior to my occupying these premises and be in attendance to sign a lease agreement on the day and time nominated.

I agree to pay the **rent when due** and **a fortnight in advance** at all times.

I agree to pay all **future rent** by an agreed method as offered by the landlord's agent, **other than cash**.

I declare that I **have inspected** the premises. I agree to lease them in the same condition as inspected and sign a lease agreement prepared by the landlord's agent.

I declare that I **will allow** the landlord and/or the landlord's agent access for periodic inspections whenever requested, with reasonable notice.

APPLICANT'S PRIVACY AUTHORITY:

I **authorise Independent Property Centre to obtain and use personal information as to my suitability as a tenant, from:**

- (a) The owner or Agent of my current or previous residence;
 - (b) My personal referees and employer/s;
 - (c) Any record, listing or database of defaults by tenants;
- 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 tradespeople or equivalent organisations to contact me
- (d) lodge, claim, transfer to or from The Rental Bond Board
- (e) refer to Tribunals or Courts & Statutory Authorities (where applicable)
- (f) refer to debt collection agents or lawyers (where applicable)

I am aware that, if information is not provided or, I do not consent to the use to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises this application refers to and **NOTE** that this application always remains the **property of Independent Property Centre**.

Applicant 1 Applicant 2

Property Manager: Date:

CHECKED (OFFICE USE ONLY)

TRA:..... R.P.Data:.....

Employment:..... Income:.....

Licence:..... Passport:.....

Council / Other Rates:..... Referees:.....

CHECKED BY:.....

OTHER / COMMENTS:.....

.....

TRADING REFERENCE AUSTRALIA

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. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA. I realize that if a search is performed on the TRA database and my identification appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me right of reply. I accept that if I am currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 property in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, recently put in place for residential tenants. I 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 / Video store 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 by 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 to 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.**

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. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for the breaking of an enforceable contract. 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. If a personal search is required please print out the **Personal Disclosure and Application Form located in the "Contact us" field found on the TRA website.** Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. **Postal Address: Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 Phone: 02 9363 9244 Fax: 02 9328 2861 Email: info@tenantreference.com.au Web: www.tradingreference.com ABN 72 098 231 219.**

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r Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity Internet Gas Phone

Pay TV

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 above; 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; 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.

SIGNATURE: _____
DATE: _____ P: 1300 664 715 F: 1300 664 185 W:
www.directconnect.com.au