

## Application Form



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P(02) 9726 8881 | F(02) 9726 7780 | E admin@lsfairfield.com.au | W www.lsfairfield.com.au | A 58 Smart St, Fairfield NSW 2165

Property Address: \_\_\_\_\_

**Applicants (1)** Please circle (MR/ MRS/ MISS/ MS)

Name: \_\_\_\_\_

Home: ( ) \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicants (2)** Please circle (MR/ MRS/ MISS/ MS)

Name: \_\_\_\_\_

Home: ( ) \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

I/We acknowledge the rent amount of \$\_\_\_\_\_ per week is payable fortnightly in advance during the term of the lease.

Preferred Lease Commencement Date: \_\_\_/\_\_\_/\_\_\_ Preferred Lease Term: 6 months 12 months

My nominated method of payment for rent shall be (please tick):

 Direct Debit Electronic Funds Transfer (EFT) Money Order/Bank Cheque

I/We acknowledge there is a requirement to pay a security bond.

**DECLARATION – PRIVACY DISCLOSURE STATEMENT**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. 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 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 (e) refer to Tribunals/Courts &amp; Statutory Authorities (where applicable)

(b) prepare lease/tenancy documents (f) refer to collection agents/lawyers (where applicable)

(c) allow tradespeople or equivalent organisations to contact me (g) complete a credit check with TRA (TRADE REDERENCE AUSTRALIA)

(d) lodge/claim/transfer to/from a Bond Authority

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature of applicant (1): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of applicant (2): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Applicant 1**

Title: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_  
 Given Names: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Relationship with applicant 2: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Mob: \_\_\_\_\_  
 Email: \_\_\_\_\_

Car Registration No. & State: \_\_\_\_\_  
 Driver's License/Passport  
 No: \_\_\_\_\_ Country: \_\_\_\_\_  
 Pension(if applicable)  
 No: \_\_\_\_\_ Type: \_\_\_\_\_

**Applicant 2**

Title: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_  
 Given Names: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Relationship with applicant 2: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Mob: \_\_\_\_\_  
 Email: \_\_\_\_\_

Car Registration No. & State: \_\_\_\_\_  
 Driver's License/Passport  
 No: \_\_\_\_\_ Country: \_\_\_\_\_  
 Pension(if applicable)  
 No: \_\_\_\_\_ Type: \_\_\_\_\_

**Residential Details**

Current Address: \_\_\_\_\_  
 \_\_\_\_\_

How long have you lived at your current address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Rent per week: \_\_\_\_\_  
 Why are you leaving this address?  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Address: \_\_\_\_\_  
 \_\_\_\_\_

How long did you live at this address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Rent per week \$ \_\_\_\_\_  
 Why did you leave this address?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Residential Details**

Current Address: \_\_\_\_\_  
 \_\_\_\_\_

How long have you lived at your current address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Rent per week: \_\_\_\_\_  
 Why are you leaving this address?  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Address: \_\_\_\_\_  
 \_\_\_\_\_

How long did you live at this address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Rent per week \$ \_\_\_\_\_  
 Why did you leave this address?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment Details**

Current Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Weekly Income (Net) \$ \_\_\_\_\_

**Employment Details**

Current Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Weekly Income (Net) \$ \_\_\_\_\_

**Applicant 1**  
 Next of Kin: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home : \_\_\_\_\_ Work: \_\_\_\_\_  
 Mob: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Applicant 1**  
 Next of Kin: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home : \_\_\_\_\_ Work: \_\_\_\_\_  
 Mob: \_\_\_\_\_ Relationship: \_\_\_\_\_

**References**  
*Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours*

1. Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Relationships: \_\_\_\_\_

2. 1. Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Relationships: \_\_\_\_\_

**References**  
*Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours*

1. Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Relationships: \_\_\_\_\_

2. 1. Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Relationships: \_\_\_\_\_


**Other persons to reside at the property**  
 Please provide full names and ages.

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_

**Pets**  
 Please provide details of any pets to be kept at the property.

Breed/Type: \_\_\_\_\_ Council Reg. No: \_\_\_\_\_ Inside/Outside  
 Breed/Type: \_\_\_\_\_ Council Reg. No: \_\_\_\_\_ Inside/Outside  
 Breed/Type: \_\_\_\_\_ Council Reg. No: \_\_\_\_\_ Inside/Outside

**Utility Connections**



**Laing+Simmons**  
**Move Connect**

Let **Laing+Simmons** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**

Phone: 1300 790 277      Fax: 1300 790 433      Email: [salesbox@lsmoveconnect.com.au](mailto:salesbox@lsmoveconnect.com.au)

**YES!!** I would like **L+S Move Connect** to contact me to arrange my connections.

**Terms & Conditions** – By ticking the box above, you are consenting to L+S Move Connect contacting you to arrange your services. L+S Move Connect may need to disclose personal information to utility companies to arrange your services. L+S Move Connect and your agent may receive a benefit for arranging our services. L+S Move Connect & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

# IMPORTANT

To consider your application, we require you to:

- Fill in all details of the application form with all relevant information and reference details, and all persons wishing to reside clearly indicated. We cannot process this form unless all parts have been completed.
- Read and sign the Declaration
- Provide copies of identification (100 points per applicant over 18 years).
- To copy documents is 20c per page.

## Proof of Identification Required – 100 Point Check

Please ensure that all identification provided has a total sum of 100 points or more per applicant(See below)

<input type="checkbox"/> Current Agent Rest History Ledger/ Record	50 Points
<input type="checkbox"/> Current Driver's License	40 Points
<input type="checkbox"/> Proof of Age Card	40 Points
<input type="checkbox"/> Passport	40 Points
<input type="checkbox"/> Latest Telephone Account (Show Current Address)	40 Points
<input type="checkbox"/> Latest Electricity or Gas Account (Show Current Address)	40 Points
<input type="checkbox"/> Proof of Income (income statement/payslip)	30 Points
<input type="checkbox"/> Tertiary Education Photo ID	30 Points
<input type="checkbox"/> Bank Statement	20 Points
<input type="checkbox"/> Medicare Card	10 Points
<input type="checkbox"/> Citizenship Certificate	10 Points
<input type="checkbox"/> Birth Certificate	10 Points
<input type="checkbox"/> Debit/Credit Card	10 Points

## Processing and Application Acceptance/Non Acceptance

Please Read Carefully

- Your application will be processed with the information provided and submitted to the landlord for their acceptance on non-acceptance for tenancy. This is always a landlord decision.
- Should you're application be accepted, you will be asked to pay the bond and first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the amounts into our trust account immediately.
- Tenants will be liable for water charges.
- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved. However, we are also able to assist you in this regard – please let us know.
- Once the applications are processed by the property manager, applicants will be notified if they have made it through to the short list, then will be notified if successful or unsuccessful. We are unable to provide a reason for non-acceptance if your application is not approved for tenancy.

**Please Note:** All identification must be copied at your own cost. To copy documents is 20c per page.

## 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, 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, and 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, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

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 recurrently 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 with the current legislation, 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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 current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them.

I also recognize that my photo id may be scanned onto TRA for absolute identification. Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes. 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).

## AGENCY REQUIREMENTS:

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

"I state that I have read the two pages of the TRA Disclosure agree and understand the terms including the Agency Requirements section"

Print Name of Applicant (1):..... (2):.....

Signature of Applicant (1):..... (2):.....

Date:.....



Address of the premises applied for: \_\_\_\_\_

Tenants Name: \_\_\_\_\_

Type of premises: House | Unit | Divided House | Villa | Other: \_\_\_\_\_

Application

1. I hereby apply to the owner to become the tenant of the subject premises and wish to take a tenancy for \_\_\_\_ weeks at a rental of \$\_\_\_\_\_ per week and the rental to be paid within my means.
2. I agree that I have paid a holding fee of \$\_\_\_\_\_ equal to \_\_\_\_ days rental to reserve the premises in my favour for \_\_\_\_\_ days and that the owner has accepted my application and it shall be paid towards the bond for the premises.
3. The premises will not be let during a holding period pending the making of the residential tenancy agreement.
4. If the entering into the residential tenancy agreement is conditional upon the landlord agreeing to carry out the repairs or other work as a previously listed and the landlord declines the request, my holding fee will be refunded in full.
5. I UNDERSTAND and AGREE that should I decide not to proceed the owner will retain the entire holding fee for the premises that has been reserved in my favour.
6. Upon signing this agreement the owner is unable to withdraw from fulfilling their obligations to provide the residential premises applied for.

Applicant Signature \_\_\_\_\_

Fixed Term Agreement: \_\_\_\_\_ Weeks

Rental per week \$\_\_\_\_\_

Starting on: \_\_\_\_\_

Ending on: \_\_\_\_\_

2 Weeks Rent: \_\_\_\_\_

Bond (4 weeks): \_\_\_\_\_

Tenancy agreement to be signed on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_

Sub Total: \_\_\_\_\_

Less Holding Fee: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**TOTAL MUST BE PAID BY BANK CHEQUE OR MONEY ORDER PRIOR TO SIGNING PAYABLE TO LAING AND SIMMONS FAIRFIELD**

Applicants Signature: \_\_\_\_\_

RESERVATION FEE RECEIPT NO: \_\_\_\_\_ DATE: \_\_\_\_\_