

### 1. PROPERTY APPLYING FOR

Address

Suburb

Post Code

Lease Term

Years

Months

Date Property is to be occupied

/ /

Rent Payable for Property \$

Number of occupants:

Adults

Children

Names(s) of Adults to occupy property

Pets: Yes / No

Type / Breed:

### 2. PERSONAL DETAILS

Title

First Name

Middle Name

Last Name

Date of Birth

/ /

Current Address

Suburb

Post Code

Driver Licence No

State

Car Registration No

Passport No

Country

Alternate ID

No

Pension Type

No

### 3. CONTACT

Home Phone Number

Mobile Phone Number

Work Phone Number

Email

### 4. CURRENT SITUATION

Do You  Own (attach rates notice)  Rent  Other (please specify)

How long have you lived at your current address?

Yrs

Mths

Name of Landlord / Agent (if applicable)

Phone Number

Rent paid per week \$

Reason for leaving

Was bond repaid in full?

Yes

No

If No please specify

### PLEASE ATTACH 100 POINTS OF ID TO THIS APPLICATION

Drivers Licence / Passport

30

Tenant Rent Ledger / Rental Reference

30

Copy of Bank Statement (3 months min)

20

Pay slips or Letter from Employer or  
Business Registration

20

### 5. UTILITY CONNECTION SERVICE (please tick)

# Laing + Simmons

## Move Connect



Electricity / Gas / Telephone / Broadband / Foxtel

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.

**Terms & Conditions:** By not ticking the box below, you are consenting to Laing + Simmons Move Connect contacting you to arrange your services. Laing + Simmons Move Connect may need to disclose personal information to utility companies to arrange your services. Laing + Simmons Move Connect & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply

Please do not call me. I will connect the utilities myself.

## 6. PREVIOUS RENTAL HISTORY

Were you the  Owner  Renter  Other (please specify)

Previous Address

Suburb

Post Code

How long did you live at this address?

Yrs

Mths

Name of Landlord / Agent / Selling Agent

Phone Number

Rent Paid per week \$

Reason for leaving

Was bond repaid in full?  Yes  No If No please specify

## 7. CURRENT EMPLOYMENT DETAILS

Occupation

Company Name

Employment Address

Suburb

Post Code

Contact Name

Phone

Length at current employment?

Yrs

Mths

Income weekly \$

Income annually \$

## 8. PREVIOUS EMPLOYMENT DETAILS

Occupation

Company Name

Employment Address

Suburb

Post Code

Contact Name

Phone

Length at current employment?

Yrs

Mths

Income weekly \$

Income annually \$

## 9. IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING

Company Name

Company Address

Suburb

Post Code

Business Type

Position Held

## 9. SELF EMPLOYED CONTINUED

ABN

Accountant Name

Accountant Phone

Solicitor Name

Solicitor Phone

## 10. PERSONAL REFEREES

1. Reference Name

Occupation

Relationship

Phone

2. Reference Name

Occupation

Relationship

Phone

## 11. NEXT OF KIN

Emergency Contact

Relationship

Address

Mobile

Home/Work Ph

## 12. PAYMENT DETAILS

WHAT IS PAYABLE WHEN SIGNING THE LEASE

Property \$  per week

Rent in Advance (2 weeks)

\$

Rental Bond  
(Equivalent to 4 weeks rent)

\$

Sub Total

\$

Less Holding Fee

\$

Total Due

\$

The above payments must be made by either Money Order or Bank Cheque payable to Laing + Simmons Real Estate. We will not accept personal cheques or cash for the above initial payment.

### HOLDING FEE

Upon acceptance of your application, you will be required to pay a holding fee of One (1) weeks rent. Should you decide to later withdraw your application the full holding Fee will be forfeited.

## 13. HOW DID YOU HEAR ABOUT THE PROPERTY?

RENTAL LIST

DOMAIN.COM.AU

www.LSPG.COM.AU

REALESTATE.COM.AU

WINDOW DISPLAY

OTHER PLEASE SPECIFY

# Laing+Simmons

## PARRAMATTA

259 Church St  
Parramatta NSW 2150  
Ph: 02 9635 4000  
Fax: 02 9635 7411  
parramatta@lspg.com.au  
www.lspg.com.au

## GRANVILLE

10-14 South St  
Granville NSW 2142  
Ph: 02 9637 8111  
Fax: 02 9637 4622  
granville@lspg.com.au  
www.lspg.com.au

## AUBURN

54 Auburn Rd  
Auburn NSW 2144  
Ph: 02 9649 6999  
Fax: 02 9646 5465  
auburn@lspg.com.au  
www.lspg.com.au

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

This form provides information about how we the 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 the TICA Group of companies in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name

Suburb

### 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
- 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:

- 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

### TICA STATEMENT

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principals in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants information from its members including tenancy application enquiries and tenancy history. In accordance with National Privacy Principals you are entitled to have access to any personal information that we may hold on any of your databases. To obtain you information from TICA proof identity will be required and can be made by any of the following ways.

Phone: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile 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 tenancy applications. TICA does not provide any information that it collects to any other individual or organization for any other purposes than assessing a tenancy application or risk management system other than government departments and/or agencies allowed by law to obtain information form TICA. The personal information that TICA may hold as follows: Name, D.O.B, Drivers Licence Number, Proof of age card, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Name

Date of Birth / /

Sign

Date / /

## PRIVACY STATEMENT AND DECLARATION

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.

I acknowledge that I will be required to pay 1 weeks rent as a holding deposit 24 hours after the approval of the application and to pay a balance of 2 weeks rent and the bond on the signing on the lease. Payments are to be made using bank cheque or money order.

After the application is approved and the deposit paid I agree that if I change my mind and NOT proceed with the lease; the deposit will be forfeited to the Landlord in full.

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 declare that I have inspected the premises.

I also 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 default tenants.

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/from Fair Trading Renting services.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection Agents/Lawyers where applicable.
- (g) Complete a credit check with any Tenancy Database.
- (h) Connect utilities through Fast Connect.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the Tenancy Default Database, and to Agents/Landlords of properties I may apply for in the future.

I am aware that if the 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 authorize the Agent to request my personal information from any default database or listings such as NTD, TICA or TRA for the purpose of checking my tenancy history; if you wish to access your information or dispute your record you can contact: NTD 1300 563 826—www.ntb.net.au, TICA 1902 220 346—www.tica.com.au, TRA (02) 9363 9244—www.tradingreference.com

Name

Date of Birth / /

Sign

Date / /