

Laing+Simmons

TENANCY
APPLICATION
FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Agency: Laing & Simmons Hornsby
Address: 268 Peats Ferry Road Hornsby NSW 2077
Phone: (02) 9477 3500
Fax: (02) 9476 6744

Licensed Estate Agents · Auctioneers · Property Managers

Tenancy Application

Property Applying For

Address: Date Inspected:

Lease Term Required: (Months) Rent Payable: \$ (Per Week)

Date Property to be Occupied:

Name(s) of Adult Applicants to Occupy Property:

1.
2.
3.
4.

Note: Each adult applicant to occupy the property must complete a separate Tenancy Application form.

PLEASE ATTACH 100 POINTS OF IDENTIFICATION TO THIS APPLICATION

Driver's License	40	<input type="checkbox"/>	Medicare	20
Passport	40		Credit Card	20
Birth Certificate	40			
Proof of Age Card	40		Total Points:

PLEASE ATTACH SUPPORTING DOCUMENTATION TO THIS APPLICATION

- Tenant Rent Ledger/Rental Reference
- Copy of Bank Statement (3 Months Min)
- Pay Slips or Letter from Employer
- Utility Account: Gas/Electricity/Phone

PRIVACY STATEMENT AND DECLARATION	
<p>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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.</p> <p>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.</p> <p>I authorise the Agent to obtain personal information from:</p> <p>(a) the owner or the Agent of my current or previous residence;</p> <p>(b) my personal referees and employer/s;</p> <p>(c) any record, listing or database of defaults by tenants;</p> <p>If I default under a rental agreement, 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.</p>	<p>I am aware that the Agent will use and disclose my personal information in order to:</p> <ul style="list-style-type: none"> - communicate with the owner and select a tenant - prepare lease/tenancy documents - allow organisations/tradespeople to contact me - lodge/claim/transfer to/from the Residential Tenancies Bond Authority - refer to Tribunals/Courts & Statutory Authorities (where applicable) - refer to collection agents/lawyers (where applicable) - complete a credit check with TICA (National Tenancy Database) <p>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.</p>

Applicant's Name: Date of Birth:

Applicant's Signature: Date:

Tenancy Application

1. PERSONAL DETAILS

Title: First Name: Middle Name: Last Name:

Date of Birth:

Current Address:

Suburb: State:

Postcode: Country:

Passport No: Drivers License No: Car Registration No:

Contact Number:

Email Address:

2. OTHER INFORMATION

Number of persons to occupy this property: Adults: Children: Ages of children:

Do you have any pets? Yes No (If Yes, please specify):

Do any of the applicants smoke? Yes No

3. EMPLOYMENT DETAILS

Occupation:

Employer's Name:

Employment Address:

Contact Name: Phone No:

Length at current employment: (Years) (Months)

Income: \$ (Weekly) \$ (Annually)

4. PREVIOUS EMPLOYMENT DETAILS

Occupation:

Employer's Name:

Employment Address:

Contact Name: Phone No:

Length at previous employment: (Years) (Months)

Income: \$ (Weekly) \$ (Annually)

Tenancy Application

5. IF SELF EMPLOYED

Company Name:
Company Address:
ABN: Business Type:
Accountant Name: Phone No:
Solicitor Name: Phone No:

6. CURRENT SITUATION

Are you the: Owner Renter Other:
Length of time at this address: (Years)
Name of the Landlord / Agent: Phone No:
Rent paid per week: \$ Reason for leaving:
Was the bond repaid in full? Yes No (If no, please explain)

7. PREVIOUS RENTAL HISTORY

Were you the: Owner Renter Other:
Previous Address:
Length of time at this address: (Years)
Name of the Landlord / Agent: Phone No:
Rent paid per week: \$ Reason for leaving:
Was the bond repaid in full? Yes No (If no, please explain)

8. CENTRELINK / HOUSING BENEFITS

Do you receive Centrelink or Housing benefits? YES NO Amount \$ per fortnight
Please attach your most recent statement.

9. NEXT OF KIN

Emergency Contact Person: Relationship:
Address: Phone No:

10. HOW DID YOU HEAR ABOUT THIS PROPERTY?

Rental List Domain.com.au Realestate.com.au
 Other:

Tenancy Application

TERMS OF APPLICATION

Your application for Tenancy cannot be accepted unless your application has been completed in full and signed.

1. BOND PAYMENT

Four weeks rent will need to be paid directly to the RENTAL BOND BOARD prior to signing the Lease Agreement.

2. RENT PAYMENT

The applicant agrees to pay one week's holding deposit and a further one week's rent prior to the key collection or lease signing and this will be credited to their rental account on the first day of their tenancy.

3. PAYMENT METHOD

At the time of signing your Lease Agreement, you will be issued with a NAB RentCard which will be your fee-free payment option in accordance with Legislation. The NAB RentCard is a free service which will enable you to initiate payments online via BPAY and create a Set-and-Forget option. In addition, you will be able to pay via credit card using the same BPAY system, however this payment option will incur a surcharge.

- a. BPAY: Log onto your personal internet banking and make a payment via B-Pay. Use the reference number on your RentCard and enter the Biller Code 259838. We highly recommend that you implement a regular set-and-forget payment system to ensure your rent is paid on time.
- b. CREDIT CARD: Log onto paybyweb.nab.com.au/rentcard and make a payment using your credit card and enter your reference number. Please note there is a 1.5% surcharge for this service.
- c. **LAING + SIMMONS HORNSBY DO NOT ACCEPT CASH OR CHEQUE AS A RENT PAYMENT OPTION.**

4. APPLICANT/S WARRANTY

The applicant/s warrant/s:

- a. That the details provided on their Applicant Details Sheet are true and correct
- b. That they are not bankrupt or insolvent

5. APPLICANT/S AGREE/S

The applicant/s agree/s that:

- a. They have inspected the premises and accept its condition.
- b. The Applicant/s will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent.
- c. This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- d. They understand that the Landlord/Agent is not required to give an explanation to them for any Application not approved.
- e. On acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts outlined by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- f. As Tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television – analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision of such services or electrical fittings to the Premises.

Tenancy Application

6. HOLDING FEES

- a. Applicant/s will be required to pay 1 weeks rent to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord/Agent and paid towards the first payment of Rent.
- b. Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord/Agent.
- c. If the Applicant/s have paid a Holding Fee, the Landlord/Agent must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant/s unless the Applicant/s notifies the Landlord/Agent that they no longer wish to enter into a Tenancy Agreement.

7. PRIVACY STATEMENT

- a. The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
- b. The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant/s, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
- c. You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:
 - i. The Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
 - ii. (subject to the provisions of Division 2 of the Residential Tenancies Act 2010) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
 - iii. Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - iv. Previous managing agents and nominated Referees to confirm information provided by you; &/or
 - v. The Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - vi. The utility connection provider, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - vii. Owners Corporations.
- d. Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- e. The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- f. The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

8. BREAK FEE

The tenant agrees that, if the tenant ends the residential tenancy agreement before the end of the fixed term of the agreement, the tenant must pay a break fee of the following amount: 6 weeks rent if less than half of the term has expired or 4 weeks rent in any other case.

9. NOTES TO APPLICANT/S

- a. The following documents form part of this Application:
 - i. Application for Tenancy, completed for each tenant over 18 years of age
 - ii. Terms of Application
 - iii. Any other annexure and/or special conditions as provided by the Agent.
- b. Each Applicant must read and initial every page as acceptance of the information provided.
- c. For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

Signed by the Applicant: **Date:**

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Property Address _____ Suburb _____ Post Code _____

Pension Number _____ DOB ____ / ____ / ____ Drivers Licence _____ State _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email _____ Date of Connections ____ / ____ / ____

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES I accept the Terms. Please call me to connect my new home services

Signed _____

Date _____

PM ID: 30246

Laing + Simmons
Hornsby