

# Laing+Simmons | Kingsford

## APPLICATION FOR TENANCY

PROPERTY ADDRESS: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

NAME OF OTHER APPLICANTS: \_\_\_\_\_

Each applicant over 18 years is required to submit an application form and the following supporting documents:

### PHOTO IDENTIFICATION:

- Current driver licence
- Passport
- Proof of age card

### PROOF OF INCOME:

- Recent pay slips (2 consecutive within the last 2 months)
- Recent bank statement (within the last 2 months)
- Contract or letter of acceptance from employer

### VISA:

All applicants on a student or non-resident VISA **MUST** provide a copy of this document

### STUDENT DOCUMENTATION:

- Letter of enrollment
- Scholarship acceptance letter
- Student photo card

### OTHER DOCUMENTS: (please provide at least one of the following)

- Letters of reference from previous employer and landlord
- Previous tenancy ledger and/or previous rent receipts
- Utilities accounts
- Medicare card

You may submit your application via one of the following methods:

1. **Hand deliver to our office:** 488 Anzac Parade, Kingsford (on the corner of Meeks Street)
2. **Email:** [support@lskk.com.au](mailto:support@lskk.com.au)
3. **Fax:** (02) 9663 2196

### Please note:

- Our office requires an applicant to inspect the property prior to submitting an application.
- All rent and rental bond is to be paid prior to possession given to the premises.
- Payment of rent is accepted via direct debit or direct deposit.
- Rental bond **MUST** be paid via bank cheque or money order made to the Rental Bond Board.
- Our office will endeavor to contact you within 2 business days of receiving your application.

FOR MORE INFORMATION PLEASE CALL OUR OFFICE ON:  
(02) 9663 0611

# Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



## A. AGENT DETAILS

**Laing & Simmons Kingsford**

Address: 488 Anzac Parade Kingsford, NSW 2032  
 Phone Number: (02) 9663 0611  
 Fax Number: (02) 9663 2196  
 Email: [support@lskk.com.au](mailto:support@lskk.com.au)  
 Web: [www.lskk.com.au](http://www.lskk.com.au)

Property Manager

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day  Month  Year

3. Lease term?

Years  Months

4. How many tenants will occupy the property?

Adults  Children  Ages of Children

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

## D. UTILITY CONNECTIONS



Connections:	TICK	Connection Date
Electricity	<input checked="" type="checkbox"/>	<input type="text"/>
Gas	<input checked="" type="checkbox"/>	<input type="text"/>
Telephone	<input type="checkbox"/>	<input type="text"/>

Do you require? Pay TV Information   
 Broadband Internet   
 Wireless Broadband

### AUSSIE BILL COMPARE PRIVACY POLICY

To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Aussie Bill Compare. cAussie Bill Compare provide an application lodgment service only. The Applicant(s) is/are solely responsible for all fees, charges and tariff payments in respect to connections, account establishments, bonds and usage to all services providers. Aussie Bill Compare have no responsibility for the performance of the service providers in regard to connections, charges or supply, including delays and discontinuity of supply. The Applicant(s) acknowledge(s) that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time.

## E. DECLARATION

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 employers;
- (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/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

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  Date

Application sent to Direct Connect (if Required)

F. APPLICANT HISTORY	
9. How long have you lived at your current address?	
<input type="text"/> Years	<input type="text"/> Months
10. Why are you leaving this address?	
<input type="text"/>	
11. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<input type="text"/>	
Landlord/agent's phone no.	Weekly Rent Paid
<input type="text"/>	\$ <input type="text"/>
12. What was your previous residential address?	
<input type="text"/>	
Postcode	
<input type="text"/>	
13. How long did you live at this address?	
<input type="text"/> Years	<input type="text"/> Months
14. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<input type="text"/>	
Landlord/agent's phone no.	Weekly Rent Paid
<input type="text"/>	\$ <input type="text"/>
Was bond refunded in full?	If not why not?
<input type="text"/>	<input type="text"/>
G. EMPLOYMENT HISTORY	
15. Please provide your employment details	
What is your occupation?	
<input type="text"/>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)	
<input type="text"/>	
Employer's name (inc. accountant if self employed or institution if student)	
<input type="text"/>	
Employer's address	
<input type="text"/>	
Postcode	
<input type="text"/>	
Contact name	Phone no.
<input type="text"/>	<input type="text"/>
Length of employment	Net Income
<input type="text"/> Years	<input type="text"/> Months
<input type="text"/>	\$ <input type="text"/>
16. Please provide your previous employment details	
Occupation?	
<input type="text"/>	
Employer's name	
<input type="text"/>	
Contact name	Phone no.
<input type="text"/>	<input type="text"/>
Length of employment	Net Income
<input type="text"/> Years	<input type="text"/> Months
<input type="text"/>	\$ <input type="text"/>

H. CONTACTS / REFERENCES	
17. Please provide a contact in case of emergency	
Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
18. Please provide 2 personal references (not related to you)	
1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
I. OTHER INFORMATION	
19. Car Registration	
<input type="text"/>	
20. Please provide details of any pets	
Breed/type	Council registration / number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
J. PAYMENT DETAILS	
Property Rental	
\$ <input type="text"/> per week	
First payment of rent in advance	\$ <input type="text"/>
Rental Bond (4 weeks rent):	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: Holding deposit (see below)	\$ <input type="text"/>
Amount payable on signing tenancy agreement (bank cheque or money order only)	\$ <input type="text"/>
K. HOLDING FEE	
The holding fee can only be accepted after the application for tenancy is approved.	
The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).	
In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:	
(i) The application for tenancy has been approved by the landlord; and	
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;	
and	
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;	
and	
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.	
(v) The whole of the fee will be refunded to the prospective tenant if:	
(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period	
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.	
Signature of Landlords agent	Date
<input type="text"/>	<input type="text"/>
Signature of Applicant	Date
<input type="text"/>	<input type="text"/>



### **Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

This form provides information about how we the below 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 (TICA) 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 \_\_\_\_\_

Address \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

#### **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 and TICA Assist 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.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

#### **Secondary Purpose**

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### Further Information About TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

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