

# PLEASE READ BEFORE SUBMITTING APPLICATION

*We will be processing your application using the TICA Database*

**Please note: Applications will not be accepted, if the following documents are not submitted & the 100 points of I.D required are not met.**

<b>30 Points</b>	<b>15 Points</b>	<b>10 Points</b>
Drivers licence	Current wage advice x3	Previous 4 rent receipts
<b>OR</b>	Bank Statement (previous 3 months)	Current telephone account (bill)
Passport	Previous tenancy ledger	Current electricity account (bill)
		Credit card
		Council rates/ Sydney water bills
		Medicare card

***The above mentioned documents must add up to equal a total of 100 points***

- Please ensure each page of the application is signed & dated where required
- Documents submitted to our office will not be kept in our office for longer than 7 days if you are declined.
- All documents will be disposed off safely, unless otherwise instructed by you.

## **IF YOUR APPLICATION IS APPROVED...**

- You must pay a non-refundable holding deposit of 1 weeks rent within 24 hours of approval.
- All money is to be paid in full, in a form of Direct Deposit, Cheque or Bank Cheque when signing a lease
- **BOND** = 4 weeks rent
- **2 weeks** advanced rent payment

Our office reserves the right to add to or change the above requests at any time and without notice.

# Residential Application Form

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

A Photocopy of your current drivers licence (front & back) is required

## A. AGENT DETAILS

**Laing + Simmons | Pennant Hills**

100 Yarrara Road  
Pennant Hills NSW 2120

**Phone:** 02 9875 1777

**Fax:** 02 9875 1877

**Email:** Info@Lsph.com.au

## B. PROPERTY DETAILS

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

	Postcode

13. Lease commencement date?

	Day		Month		Year
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14. Lease term?

	Years		Months
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**Property rental**

\$	per week/ per month
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**Bond**

\$
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15. How many people will normally occupy the property?

	Adults		Children		Ages of Children
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## C. PERSONAL DETAILS

16. Please give us your details

Mr	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Surname	Given name/s

Date of Birth	Driver's license number

Driver's license expiry date	Driver's license state

Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

17. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

18. How did you find out about this property?

Realestate.com.au  Domain.com.au  Other Website

Signboard  Window Display

Other – Please Specify \_\_\_\_\_

Property Manager Name

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Application faxed to connectnow  
(if required)

<input type="checkbox"/>
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## D. UTILITY CONNECTIONS

**connectnow.**

P: 1300 554 323  
F: 1300 889 598

**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.

**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

Signature

X
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Date

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## 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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, 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 organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies 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 NTD (National Tenancies Database)
- (h) transfer water account details into my name

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

X
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Date

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**Both sides of this application must be completed**

### F. APPLICANT HISTORY

#### 8. What is your current address?

Postcode	

#### 9. How long have you lived at your current address?

	Years		Months
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#### 10. Why are you leaving this address?

#### 11. Please tell us about this rented property

Name of landlord or agent
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Landlord/agent's phone no.	Weekly rent paid
	\$

#### 12. What was your previous residential address?

Postcode	

#### 13. How long did you live at this address?

	Years		Months
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#### 14. Please give us further information about this rented property

Name of landlord or agent
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Landlord/agent's phone no.	Weekly rent paid
	\$

Was bond refunded in full?	If not why not?

### G. EMPLOYMENT HISTORY

#### 15. Please provide your employment details

What is your occupation?
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What is the nature of your employment? (FULL TIME / PART TIME / CASUAL)
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Employer's name (inc. accountant if self employed or institution if a student)
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Employer's address
Postcode

Contact name	Phone no.

Length of employment	Net income ( PA )
	\$
Years	Months

Source of other income	Net income ( PA )
	\$

#### 16. Please provide your previous employment details

Occupation?
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Employer's name:
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Length of employmet	Net income (PA)
	\$
Years	Months

### H. CONTACTS / REFERENCES

Please provide a contact in case of emergency

Surname	Given name/s

Relationship to you	Phone no.

#### 17. Please provide two personal references (not related to you)

1. Surname	Given name/s

Relationship to you	Phone no.

2. Surname	Given name/s

Relationship to you	Phone no.

### I. OTHER INFORMATION

18. Car Registration	State Of Issue

19. Please provide details of any pets:	
Breed / type	Council registration / number

### J. PAYMENT DETAILS

Property Rental		
per week	\$	per month
		\$
Rental Bond		\$
First payment of rent in advance		\$
Tenants share of cost of preparing tenancy agreement		\$
Sub Total		\$
Less: deduct Holding Fee (see below)		\$
<b>Amount payable on signing tenancy agreement (bank cheque or money order only)</b>		<b>\$</b>

### K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

<b>Reservation Fees</b>	<b>Reservation Period</b>
\$	Days

The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement 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 for the Reservation period.
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
- If the applicant decides not to enter into a residential tenancy agreement, and the Premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.
- If a residential tenancy agreement is entered into, the fee is contributed towards rent for the premises.

<b>Signature of Applicant</b>	<b>Date</b>

<b>Signature of the Landlords Agent</b>	<b>Date</b>