

Residential Tenancy Application

PLEASE FAX ALL APPLICATIONS TO 9626 1577

Laing+Simmons Quakers Hill

Address: Shop 2, 454 Quakers Hill Parkway
QUAKERS HILL NSW 2763

Phone no: 02 9626 1555

Fax no: 02 9626 1577

Email: lyndell@lsqh.com.au

Website: www.lsqh.com.au

This office is a member of:

- The National Tenancy Database;
- The Tenant Reference Association; and
- RP Data.

All applications for tenancy with this office are processed through these three databases.

****COPIES OF All of the following information must be attached to your application before it will be processed.****

If for any reason, one or more of the items listed below cannot be attached, please ensure you inform us upon lodgement of your application.

However, if you have not rented before, obviously you are unable to provide us with items 2 and 3. Please state this on your application.

- 1) Photograph Identification – current Drivers Licence or Passport or Proof of Age Card;
- 2) Copy of rental ledger from past & present landlords or agents;
- 3) Proof of current residential address – Telstra Account, Electricity Account, Credit Card or Bank Statement etc;
- 4) Current Pay Slip – if no pay slip is available, please provide a letter from your employer stating how much you earn, if self employed, we do require a letter from your accountant or a copy of last year's tax return.
- 5) If you are receiving any other forms of income including Centrelink benefits, please provide us with these details.
- 6) Bank statements

The Landlord's decision to approve or reject your application will be based on the number and quality of references provided and demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible.

ON APPROVAL OF APPLICATION, ALL MONIES FOR RENT & BOND MUST BE PAID BY BANK CHEQUE OR MONEY ORDER ONLY.

****NO CASH IS ACCEPTED.****

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be processed.

IMPORTANT INFORMATION

Please read carefully before completing the application:-

Please be advised of the following guidelines when applying for rental properties with Laing+Simmons Real Estate:-

- 1) Our agency reserves the right to accept multiple applications for each property;
- 2) All adults who will occupy the premises must complete a Tenancy Application Form.
- 3) If an application is not completed in full, or if insufficient information and references are given, it will not be processed until such information is made available.
- 4) Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
- 5) A reservation fee will not be accepted until an application is approved by the landlord.
- 6) Once an application is approved, a holding deposit, equivalent to one week's rent must be paid within 24 hours of the approval being given. If a deposit is not received, the property will remain on the market and we will continue to accept, process and put new applications to the landlord.
- 7) Holding deposits can be only be paid by way of money order or bank cheque and must be paid within 24 hours of approval of your Application. **Payments will not be accepted by way of cash.**
- 8) Initial payments for bond and rent in advance can only be paid by way of bank cheque or money order.
- 9) Bond transfers are not accepted by this office. However, a transfer may be accepted if a form signed in full by the previous managing agent or owner is presented on or before collection of keys.
- 10) Keys will not be handed over until initial monies have been paid in full and each applicant has signed the Residential Tenancy Agreement.
- 11) We will endeavour to notify you whether or not your application has been approved within two working days of receipt of the application in full.

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 QUAKERS HILL

Shop 2, 454 Quakers Hill Parkway
 Quakers Hill NSW 2763
 Phone no: 02 9626 1555 Fax: 02 9626 1577
 lyndell@lsqh.com.au

B. PROPERTY DETAILS

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

 Postcode
- Lease commencement date?
 Day Month Year
- What lease term will you commit to 6 or 12 months?
 Months
- Rent per week?
- Where did you find out about this property?
 (if internet, which website?) _____
- When(date) did you view the property internally? _____
- How many people will normally occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

- Please give us your details
 Mr Ms Miss Mrs Other
 Surname Given name/s
 Date of Birth Maiden Name (if applicable)
 Driver's license number Expiry date Driver's license state
 Passport no. Passport country
 Pension no. (if applicable) Pension type (if applicable)
- Please provide your contact details
 Home phone no. Mobile phone no.
 Work phone no. Fax no.
 Email address
- What is your current address?

 Postcode

Both sides of this application must be completed

D. UTILITY CONNECTIONS

connectnow. P: 1300 554 323 | F: 1300 889 598
 We get things sorted. www.connectnow.com.au

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.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the "YES" box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed: _____ Date: _____

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in payment details (page 2) 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:
- the owner or the Agent of my current or previous residence;
 - my personal referees and employer/s;
 - any record, listing or database of defaults by tenants including NTD & TRA & RPData.;
- 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
- communicate with the owner and select a tenant
 - prepare lease/tenancy documents
 - allow organizations/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)

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.

NOTICE: Section 42A

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

Signed: _____ Date: _____

F. APPLICANT HISTORY

11. How long have you lived at your current address?

<input type="text"/>	Years	<input type="text"/>	Months
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12. Why are you leaving this address?

13. Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

14. What was your previous residential address?

 Postcode

15. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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16. Name of landlord or agent of this property(if applicable)

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY17. Please provide your employment details
(If self employed please see section following)

What is your occupation?

Employer's name (including institution if a student)

Employer's address

Postcode

Contact name of Payroll person

Phone no.

Length of employment

Are you employed on a
Full Time/ Casual or Part Time basis?

Are you paid Weekly/ Fortnightly
Or Monthly?What is your Weekly/
Fortnightly or Monthly net pay?

18. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net Income?

<input type="text"/>	Years	<input type="text"/>	Months
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H. Self Employed

19. Name of Accountant

Contact name

Phone no.

Length of time business operating

Net Income?

I. OTHER INFORMATION

20. Are there any smokers who will live at the property?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Inside / Outside (Please circle)
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21. Please provide details of any vehicles to be parked at the property:

 Number of Vehicles

Type of Vehicle?

Rego Number

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Any Trailers/ Boats / Caravans?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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22. Please provide details of any pets:

Breed/ type

Council registration/ number

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Are the pets inside / outside (please circle)

J. CONTACTS / REFERENCES

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

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

K. PAYMENT DETAILS

24. Property Rental

 \$

First payment of rent in advance

Rental bond (4 weeks rent)

Sub Total

 \$
Amount payable on signing tenancy agreement
(bank cheque or money order only)
 \$
L. RESERVATION

25. The landlord's 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 during the residential period.
The whole fee will be refunded if the landlord does not carry out (during the reservation period) repairs or other work upon which is a condition to entry into a residential tenancy agreement.
If the applicant decides not to enter into the tenancy agreement, the landlord will retain the fee.
If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords Agent

Date



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 -----F-----

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.

TICA Statement

As the TJCA 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.

TJCA 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: TJCA 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 TJCA 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 TJCA's website at 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 your 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