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properties online



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- Step 02. Find the rental property you love
- Step 03. Click the 'Apply Now' button
- Step 04. Sign up or log into www.1form.com
- Step 05. Fill in your details and send your application

Laing+Simmons

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Email: rentals.portmacquarie@lsre.com.au

www.lsre.com.au/portmacquarie

Rental Application

Rental Property Address		
1.	2.	
3.	4.	
Tenancy Requirements		
Maximum rent p/w:	Preferred lease start date: / /	6 or 12 month lease?
How many people will be residing at the property?	Adults:	Children & Ages:
Pets: Y / N Pet Details:		
Applicant's Personal Details		
Name:		Email:
Date of birth:	Mobile:	Home Phone:
Car Make:	Car Model:	Rego no:
Current address:		
City:	State:	Post code:
Own Rent (Please circle)	Monthly/Weekly payment or rent: \$	How long?
Agency Name:	Agency's Phone:	Agency's e-mail:
Reason for leaving:		
Previous address:		
City:	State:	Post code:
Owned Rented (Please circle)	Monthly payment or weekly rent:	How long?
Agency Name:	Agency's Phone:	Agency's e-mail:
Reason for leaving:		
OFFICE USE ONLY		
TICA Y/N	Viewed: Y/N	
Rental Reference:	Rental Ledger:	Comments:
Employment Information		
Current employer:		Phone:
Length of employment:	Contact person for Payroll:	Phone:
City:	State:	Post code:
Position:	Casual / Full Time / Part Time / Contractor / Self Employed / Student / Not Employed	Weekly Net Pay: Fortnightly Pay: Monthly Pay:
Emergency Contact		
Name of a person not residing with you:		Phone:
Address:		Relationship:
Professional References – References from relatives or friends are <u>not</u> acceptable		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

Please ensure you have ALL of the following documents applicable before submitting your application.

1. I have inspected the property/s listed on my application
2. I have provided my own **copies** of all of the following documents
 - ❖ Photograph Identification – current Driver’s License or Passport
 - ❖ Medicare card or Bank card
 - ❖ Proof of current residential address – phone bill, water bill or bank statement etc.
 - ❖ 3 most recent pay slips per current employment **or**
 - If **self-employed** we will require a letter from accountant or a copy of last year’s tax return
 - If **retired**, we will require a bank account statement indicating balance of funds
 - If receiving **Centrelink benefits** please provide Income Statement

Recent Bank Statement indicating bank balance/savings.

Declaration

I acknowledge this application is subject to the approval of the owner/landlord. I Declare that all information contained in this application is true, correct and given to me of my own free will. I declare that I 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 references 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 organisations/tradespeople to contact me
- (d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) Refer to Tribunal/Courts & Statutory Authorities (Where applicable)
- (f) 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 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.

- Laing+Simmons Port Macquarie reserves the right to accept multiple applications for each property.
- All adults who will occupy the premises must complete a separate Application Form.
- Once an Application is approved, a holding deposit of a minimum one week’s rent is required within 24 hours of approval to secure property. 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.
- Keys will not be handed over until the 2 weeks rent and bond are received in full.
- Each applicant must sign the Residential Tenancy Agreement before keys are given.

Applicant’s signature: _____

Date: _____

Privacy Act Acknowledgement Form for Tenant Applications & Approved Occupants

This form provides information about how we the Agent, Laing+Simmons Port Macquarie, handle your personal information, as required by the Australian 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 cannot process your application.

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

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application
- Referees to validate information supplied in your application
- Other Real Estate Agents or Asset Managers to assess the risk to our clients.

The Agent 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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 Real Estate Agents, Asset managers or Owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

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

Applicant's signature: _____

Date: _____