

## Tenancy Application

### Property Details

Address: .....

.....Postcode: .....

Rental Amount \$.....Weekly OR \$..... Monthly

Bond Amount \$.....

Preferred Tenancy start date:...../...../.....Term: .....mths

How many people will reside at the property?

Adults: .....Children:..... Age of Children: .....

Pets? If yes, how many? .....type/breed?.....

Smoker?  YES  NO

### Applicant Details

Title:..... Family or Surname: .....

Given Name/s:.....

Date of Birth:...../...../..... Home Ph:.....

Work Ph:..... Mobile Ph:.....

Email address: .....

Australian Driver's Licence No:.....

State:..... Expiry date:.....

Passport No (if applicable): .....

Country:..... Expiry date:.....

Pension No (if applicable):.....

Type:..... Expiry date:.....

Car Rego..... State .....

### Emergency contact / Next of Kin:

1. Name:.....

Relationship to the applicant:.....

Address: .....

Home Ph:..... Mobile Ph: .....

Current Address:.....

..... Postcode: .....

How long at this address: ..... years ..... months

If Rented - Rent paid \$..... per week

Current landlord/agent: .....

Phone no. of landlord/agent:.....

Reason for leaving:.....

### Previous Address:

..... Postcode: .....

How long at this address:..... years ..... months

Previous landlord/agent: .....

Phone no. of landlord/agent:.....

Reason for leaving:.....

### Current Employer:

Occupation:.....

Full time  Part time  Casual

Length of Employment:..... years ..... months

Net Income per week: \$.....

Address: .....

..... Postcode: .....

Contact person: ..... Phone:.....

*(If self, employed, please list accountant's contact details)*

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicants Signature:..... Date:.....

### Identification Required

In order for your application to be processed we require appropriate identification. The more detailed the documentation the easier it is to process your application. Should you have any difficulties providing the following identification please advise us prior to completing.

1. Photo Identification – Passport, Drivers Licence, Proof of Age Card
2. Pay Slip, Centre Link statement or other documentation related to income received
3. Rental Reference, Rent Payment Ledger, Lease Agreement etc,

## Application Instructions

- If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
- Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
- Application can be forwarded in person to our office (see front page for details) by fax to **02 9550 6395** or by email to **chloe@urbane.com.au**

## If your application is successful

- You are required to pay a holding deposit of one weeks rent within **24 hours** of approval. If we do not receive a deposit the property will then be put back on the market for the next application or tenant/s to take.
- Upon commencement of lease you will be required to pay one more weeks rent, bond, Leasing fee (payable only by bank cheque or money order to Urbane Inner West):.

## TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance with the current legislation, I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this Information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

## AGENCY REQUIREMENTS:

I declare I have inspected the property and am willing to accept it in its current state.

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

## Residential Tenancies Act 2010 No 42

Current version for 3 January 2014 to date (accessed 27 February 2014 at 17:30)

Part 3 Division 1 Section 24

24 Holding fees

(1) A person must not require or receive from a tenant a holding fee unless:

(a) the tenant's application for tenancy of the residential premises has been approved by the landlord, and

(b) the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement).

Note. A tenant is defined in this Act as including a prospective tenant.

(2) A person who receives a holding fee must give the tenant a written receipt setting out the following:

(a) the amount paid and the date on which it was paid,

(b) the address of the residential premises,

(c) the names of the landlord and the tenant.

(3) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(4) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

(5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(6) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

**"I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section"**

Print Name of Tenant .....

Signature of Tenant.....Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading