



**Laing+  
Simmons**  
*Beyond the expected*

Real Estate Agents

Laing+Simmons  
**WENTWORTHVILLE**

30 Station Street,  
Wentworthville NSW 2145

Telephone (02) 9888 4000  
Facsimile (02) 9888 4777  
Email: wentworthville@lrsrealstate.com.au  
Website: www.laing+simmons.com.au/wentworthville

Independently owned  
and operated by  
Fowler Investments Group Pty Limited  
ABN 67 101 693 109

## WHAT YOU NEED TO COMPLETE AN APPLICATION

When completing an application you need to meet the one hundred points test:

**\*\*PLEASE ENCLOSE 100 POINTS IN PHOTOCOPY\*\***

Drivers Licence/Passport (PHOTO IDENTIFICATION)	60 Points
Confirmation of Employment/Income Statement	40 Points
Birth Certificate/Key Card/Student ID	30 Points

**AN UP TO DATE LEDGER IS REQUIRED BEFORE YOUR APPLICATION WILL BE PROCESSED.**

**PLEASE NOTE THAT NO APPLICATION WILL BE ACCEPTED IF THEY DO NOT MEET THE POINTS CRITERIA.**

IN ADDITION PLEASE COMPLETE A SEPARATE APPLICATION FORM FOR EACH ADULT THAT WILL BE LIVING AT THE PROPERTY.

### What is payable when you sign?

<b><u>BOND:</u></b>	The equivalent of four weeks rent for the property. This will be lodged with the Rental Bond Services at the Department of Fair Trading.
<b><u>LEASE FEE:</u></b>	A lease preparation fee of \$15 is also payable when the lease is signed.
<b><u>RENT IN ADVANCE:</u></b>	Two weeks rent in advance is also payable when the lease is signed.

#### **Please note:**

We will not accept personal cheques or cash at the time the lease is signed. The above payments must be made by either money order or bank cheque payable to Laing and Simmons Real Estate. This application is subject to owner approval. On owner approval we will require a holding deposit to secure the property, if applicant then withdraws money may be forfeited to the landlord. Refunds are only made by trust cheque -- NO CASH REFUNDS.

# Residential Application Form

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



## A. AGENT DETAILS

Laing + Simmons - Wentworthville

30 Station Street  
WENTWORTHVILLE 2145  
Phone: 02 9688 4000  
Fax: 02 9688 4777

## 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 people will normally occupy the property?

Adults	Children - Age/s-
--------	-------------------

## C. PERSONAL DETAILS

5. Please give us your details

Mr.  Ms  Miss  Mrs.  Other

Last Name	First Name

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

PLEASE NOTE WE MAY CONTACT YOU VIA EMAIL.

7. What is your current address?

Postcode

## D. APPLICANT HISTORY

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

Years	Months
-------	--------

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

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

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years	Months
-------	--------

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent	
Phone number (business hours)	Weekly rent paid
	\$
Was bond refunded in full?	If not why not?

## E. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name	Phone number (business hours)

Length of employment	Net Income?
Years	Months
	\$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment	Net Income?
Years	Months
	\$

## F. CONTACTS

16. Please provide a contact in case of emergency

Surname	Given name/s
Relationship to you	Phone no.





**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 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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults 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 previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, 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 and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. 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). "I have read and I understand the above information"

Print Name of Tenant .....

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

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address 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.

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# Fax

<b>To:</b>	<b>From:</b>
<b>Fax:</b>	<b>Pages:</b>
<b>Phone:</b>	<b>Date:</b>
<b>Re:</b>	<b>CC:</b>

Please see below signed declaration/authority given by the tenant to allow you to provide me with a reference. I would greatly appreciate if you could contact me on 9688 4000.

## TENNANT DECLARATION

\_\_\_\_\_, residing at \_\_\_\_\_

**YOUR NAME**

**YOUR CURRENT ADDRESS**

Understand that Laing + Simmons requires to gain information from my current Real Estate Agent for the purpose of verification of my identity and rental history.

I hereby give our current Real Estate Agent, namely \_\_\_\_\_

**CURRENT REAL ESTATE AGENT**

Permission to disclose information about my rental status to Laing + Simmons Real Estate.

.....  
Name

.....  
Signature



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## **NOTICE TO PROSPECTIVE TENANTS**

The availability of telephone lines; Internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does 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, and tenants must rely upon their own enquiries.

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**APPLICANT SIGNATURE**

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**DATE**