

## WHAT YOU NEED TO COMPLETE AN APPLICATION FOR TENANCY

(Each adult must lodge a separate application)

When completing an application you need to provide one hundred points of supporting documentation:

<i>Drivers Licence/Passport (PHOTO IDENTIFICATION)</i>	<i>60 POINTS</i>
<i>Confirmation Of Employment/ Income Statement/Business Registration</i>	<i>20 POINTS</i>
<i>Birth Certificate/Key Card/Student ID/Rental reference</i>	<i>20 POINTS</i>
<i>Rental ledger from current/previous tenancies</i>	<i>Compulsory (If rented before)</i>

### What is payable when you sign a lease?

<b>BOND:</b>	Refer to agent for bond required.
<b>LEASE FEE:</b>	A lease preparation fee of \$15
<b>RENT IN ADVANCE:</b>	2 weeks rent, if the weekly rent is \$300 or less, or 4 weeks rent, if the weekly rent is more than \$300.

**Please Note:**

The above payments must be made by either **Money Order** or **Bank Cheque** payable to Laing + Simmons Real Estate.

**We will NOT accept personal cheques or cash for the above initial payment.**

### Reservation Fee

If you pay a reservation fee and decide not to proceed, money is forfeited to the landlord. If your application is unsuccessful, the money will be refunded to your nominated bank account.  
NO CASH REFUNDS.

Receipt Number: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Account Name \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_ Signed: \_\_\_\_\_

**\*\*This application is subject to owner approval\*\***

# 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 Parramatta**  
259 Church St, Parramatta NSW 2150  
**Phone:** (02) 9635 4000  
**Fax:** (02) 9635 7411  
**Email:** [parramatta@lspg.com.au](mailto:parramatta@lspg.com.au)  
**Website:** [www.lspg.com.au](http://www.lspg.com.au)

## 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

Property rental  \$ per week/  
 per month      Bond  \$

4. How many people will normally occupy the property?  
 Adults  Children

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

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)

6. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

7. What is your current address?  
  
 Postcode

## D. PAYING RENT: WE PREFER PAYMENTS BY CREDIT CARD

We accept using

**Please nominate your preferred ongoing rent payment method:**  
**Set & Forget**  Automatic debit payments from your credit card OR  
**Rent Reminders**  Receive an SMS and simply reply 'Yes' to pay OR  
 Receive an Email and simply reply 'Yes' to pay

A credit card convenience fee of 1.32% (incl. GST) is applicable.  
 Register and pay your rent by your VISA credit card to receive **FREE** Rent Protection Cover. Conditions apply, visit [www.rentalrewards.com.au](http://www.rentalrewards.com.au)

## D. UTILITY CONNECTIONS

- ★ **FREE service**
  - ★ **One Stop shop**
  - ★ **No obligation**
  - ★ **Quality suppliers**
- 
- FAX 1300 790 433**

Let Laing+Simmons Move Connect reduce your stress and save you time by arranging to connect your requested services on your moving day. Just tick the box below and we will contact you.

### **Yes! I would like Laing+Simmons Move Connect to contact me to arrange my connections.**

Terms & Conditions – By ticking this box, you are consenting to Laing+Simmons Move Connect contacting you to arrange your services. Laing+Simmons Move Connect may need to disclose personal information about you to utility companies to arrange your services. Laing+Simmons Move Connect and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. Laing+Simmons Move Connect and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless otherwise advised. Standard connection fees and bonds apply.

## 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.

If Section D is completed, I consent to the disclosure of this page of the application form to **L S Move Connect** ABN 84 101 648 257 for the purpose of enabling **L S Move Connect** to offer the connection and disconnection services to me. Where **L S Move Connect** is requested to arrange for the provision of the services, I consent to **L S Move Connect** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **L S Move Connect** nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **L S Move Connect** may receive a benefit in relation to the connection of a utility service.

Signature  Date

**X**

Property manager name

Application faxed to L S Move Connect (if required)

### F. APPLICANT HISTORY

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

	Years		Months
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9. Why are you leaving this address?

10. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input style="width: 95%; height: 20px;" type="text"/>	\$ <input style="width: 30%; height: 20px;" type="text"/>

11. What was your previous residential address?

  
  

Postcode

12. How long did you live at this address?

	Months
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13. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input style="width: 95%; height: 20px;" type="text"/>	\$ <input style="width: 30%; height: 20px;" type="text"/>

Was bond refunded in full?	If not why not?
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

### G. 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 no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Length of employment		Net income ( PA )
<input style="width: 30%; height: 20px;" type="text"/>	<input style="width: 30%; height: 20px;" type="text"/>	\$ <input style="width: 30%; height: 20px;" type="text"/>
Years	Months	

Source of other income	Net income ( PA )
<input style="width: 95%; height: 20px;" type="text"/>	\$ <input style="width: 30%; height: 20px;" type="text"/>

15. Please provide your previous employment details

Occupation?

Employer's name:

	Years		Months
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### H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname	Given name/s
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

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

1. Surname Given name/s

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

2. Surname Given name/s

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

### I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type	Council registration / number
<input style="width: 100%; height: 20px;" type="text"/>	

### J. PAYMENT DETAILS

Property Rental

\$ <input style="width: 60%; height: 20px;" type="text"/>	per week Or	\$ <input style="width: 60%; height: 20px;" type="text"/>	per month
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Rental Bond	\$ <input style="width: 60%; height: 20px;" type="text"/>
First payment of rent in advance	\$ <input style="width: 60%; height: 20px;" type="text"/>
Tenants share of cost of preparing tenancy agreement	\$ <input style="width: 60%; height: 20px;" type="text"/>
Sub Total	\$ <input style="width: 60%; height: 20px;" type="text"/>
Less: deduct Reservations Fee (see below)	\$ <input style="width: 60%; height: 20px;" type="text"/>
<b>Amount payable on signing tenancy agreement (bank cheque or money order only)</b>	<b>\$ <input style="width: 60%; height: 20px;" type="text"/></b>

We accept payment of bond and rent by



### K. RESERVATION

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

Reservation Fees

\$ <input style="width: 95%; height: 20px;" type="text"/>
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Reservation Period

Days <input style="width: 95%; height: 20px;" type="text"/>
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The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.
- b) 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:
- c) 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.
- d) 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:
- e) If the residential tenancy agreement is entered into, the fee is contributed towards rent for the premises.

Signature of Applicant

Date

Signature of the Landlords Agent

Date



**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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1 .....

Gender ..... Date of Birth ..... Drivers Licence .....

Address .....

Home Phone ..... Mobile .....

Signature of Referee .....

Print Name of Referee 2 ..... Drivers Licence .....

Gender ..... Date of Birth .....

Address .....

Home Phone ..... Mobile .....

Signature of Referee .....

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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

# Fax

OFFICE USE ONLY

<b>To:</b>	<b>From:</b>
<b>Fax:</b>	<b>Pages: 1</b>
<b>Phone:</b>	<b>Date:</b>
<b>Re:</b>	<b>CC:</b>

**Please see below signed declaration/authority given by the tenant to disclose information for the purpose of a reference.  
Kindly contact our office at your earliest convenience.  
Phone: (02) 9635 4000 Fax: (02) 9687 7855**

### TENANT DECLARATION

I \_\_\_\_\_, residing at \_\_\_\_\_ understand that Laing  
YOUR CURRENT ADDRESS  
+ 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 \_\_\_\_\_ permission to  
CURRENT REAL ESTATE AGENT  
disclose information about my rental status to Laing + Simmons Real Estate.

.....  
Name

.....  
Signature