

# 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, POTTS POINT**

Shop 1,115 Macleay Street, Potts Point 2011

Phone: (02) 9356 3655

Fax: (02) 9357 1889

Email: leasing@lssp.com.au

Website: www.lssp.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
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3. Lease term?

Years	Months
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Property rental

\$		per week/ per month
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Bond

\$	
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4. How many people will normally occupy the property?

Adults	Children
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## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname	Given name/s
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Date of Birth	Driver's license number
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Driver's license expiry date	Driver's license state
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Passport no.	Passport country
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Pension no. (if applicable)	Pension type (if applicable)
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6. Car Registration

	State Of Issue
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7. Please provide details of any pets:

Breed / type                      Council registration / number

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8. Smoker  Non smoker

9. Please provide your contact details

Home phone no.	Mobile phone no.
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Work phone no.	Fax no.
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Email address
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## 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	
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Application faxed to L S Move Connect (if required)



**APPLICATION FORM**  
**FOR YOUR APPLICATION TO BE PROCESSED**  
**ALL SECTIONS AND PAGES MUST BE COMPLETED**



<b>M. PAYING RENT</b>
Rent can be paid to our office by using money order, personal cheque, bank cheque or E-Pay (Internet, phone or automated direct debit)

**N. CONFIRMATION**

I the applicant confirm the following:

- During my inspection of the property I found it to be in a reasonably clean condition
- If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these requests are subject to the landlord's approval.


- I acknowledge that this is an application to rent this property and that my application is subject to the landlords approval. I am aware the landlord will receive a copy of the information contained within this application.
- I confirm having received a copy of the application for my retention
- I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenancy Reference Australia (TRA) being undertaken.
- I declare that I am not bankrupt
- This agency does not accept bond transfers or nor do we transfer bond details.
- If successful I undertake to pay the rental bond, first rent payment in advance and lease preparation fee by way of bank cheque or money order to "Laing + Simmons Potts Point Trust Account" upon signing the Residential Tenancy Agreement.
- I will provide 100 points of ID using the following proof of identification.

40 POINTS	30 POINTS	20 POINTS	10 POINTS
Drivers Licence	Birth Certificate	Medicare Card	Motor Vehicle Registration Cert.
Passport	Other photo identification	Credit Card	Bank Statement
		Current wage advice	Telephone Account
		Previous Tenancy Reference	Electricity Account
		Previous 2 rent receipts	Gas Account

**Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manager your tenancy.

Applicant signature

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, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose 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.**

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