



Laing+Simmons
Beyond the expected

488 Anzac Parade, Kingsford NSW 2032 (corner Meeks Street)
(02) 9663 0611

Please scan and email to support@lskk.com.au or fax to (02) 9663 2196 or hand deliver

Property: _____

Name(s) of other Applicants to occupy property: _____

Application for Tenancy

Please Note: Our office requires 100 points of Identification

- You will be required to provide the following:-
(You will need to make at least 80 points for each section)
 - **Photo ID:** Drivers License (40), Passport (40), Birth Certificate (30), Student Photo ID(30), if student or non-resident, VISA MUST be provided.
 - **Proof of Income:** Current Wage Advice (60), Bank Statement (50), Credit Card (10)
 - **References:** Previous Tenancy Ledger (20), Previous 2 Rent Receipts (20), Letter from employer (20), Letter from personal friend (20), Letter of acceptance from employer or education institution (20)
 - **Other documents:** Medicare Card (20), Motor Vehicle Registration Certificate (10), Telephone Account (20), Electricity Account (20), Gas Account (20)
- All rent and rental bond is to be paid prior to possession given to the premises.
- The method of paying rent is either via Direct Debit or Direct Deposit. We do not accept any other method for rental payments.
- Our office requires applicants to inspect the premises before applying for property.
- Residential Rental Bonds MUST be paid by Bank Cheque or Money Order in Favor of the Rental Bond Board.
- Our office will endeavor to contact you personally within 48 hours of receiving your application.

A. AGENT DETAILS**Laing & Simmons Kingsford**

Address: 488 Anzac Parade Kingsford, NSW 2032

Phone: 02 9663 0611

Fax: 02 9663 2196

Web: www.lskk.com.au

Email: support@lskk.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?:

 Postcode
Property Rental
 \$ Per week \$ Per Month

2. Lease Commencement Date?

 Day Month Year

3. Lease Term?

 Year Months Y / N

3. Smokers?

4. How many tenants will occupy the property?

 Adults Children Ages:
C. PERSONAL DETAILS

5. Please give us your details

 Mr Ms Miss Mrs Other
 Surname Given names

Date of Birth

Drivers license number

Drivers license expiry date

Drivers license state

Passport Number

Passport Country

Pension no (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone number

Mobile phone number

Work phone number

Fax number

Email address

7. What is your current address?

 Postcode
D. UTILITY CONNECTIONS**FREE SERVICE**

Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date.

Connections:	Connect	TICK	Connection Date
Electricity	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gas	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Tele- phone	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Electricity	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gas	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Tele- phone	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

 Do you require? Pay—TV Information
 Broadband Internet
 Wireless Broadband

Signature

Date

Fast Connect provide an application lodgment service only. The Applicant(s) is/are solely responsible for all fees, charges and tariff payments in respect to connections, account establishments, bonds and usage to all services providers. Fast Connect have no responsibility for the performance of the service providers in regard to connections, charges or supply, including delays and discontinuity of supply. The Applicant(s) acknowledge(s) that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time. It is the responsibility of the Applicant(s) to obtain and be familiar with all service provider conditions of supply before entering into a supply contract.

FAST CONNECT PRIVACY POLICY

To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect (us/we), however this may prevent us providing part or all of our services to you. In collecting, storing and dealing with information about you Fast Connect comply with all current state and federal privacy legislation. Compliance is based on the following principles: Information is requested from yourself or your authorised representative for the purpose of lodging applications on your behalf for services/supply with service providers nominated by you. All information collected is necessary to provide services/supply by Fast Connect and nominated providers. Information is not used by Fast Connect for any other purpose. Information is disclosed only to those providers nominated by you and to third party distributors where the Fast Connect service was introduced to you by a third party distributor. Such distributors include the managing agent of your rental property, associated real estate or relocation agent, conveyancer or housing authority/assistance organisation. Information is not passed to any other third party(s). Information collected from you is assumed to be accurate when it is provided by you. No information collected is of a nature that will unreasonably intrude on your personal affairs. All records about you are stored via electronic medium. This includes computer database records and electronic images of forms. All recorded paper information is securely destroyed once transformed to electronic media. Access to temporary paper information and more permanent electronic records is restricted to staff necessary to process your applications and supervising management all of whom are trained to and undertake to adhere to this privacy policy. Electronic database records are password protected and transmitted to authorised third parties via e-mail. You are entitled to view the information kept about you by requesting Fast Connect forward you a copy of all records kept about you. Such requests should be made in writing to: Privacy Manager, Fast Connect, PO Box 8801, Perth BC WA 6849

E. DECLARATION

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.

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 declare that I have inspected the premises and am not bankrupt.

I also authorize 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, I agree that the Agent may disclose details of any such default to the 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 tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a 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 the 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 the I may access personal information on the contact details above. I authorize the Agent to request my personal information from any default database or listings such as NTD, TICA or TRA for the propose of checking my tenancy history; if you wish to access your information or dispute your record you can contact: NTD 1300 563 826—www.ntb.net.au, TICA 1902 220 346—www.tica.com.au, TRA (02) 9363 9244—www.tradingreference.com

Signature

Date

F. APPLICANT HISTORY

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

Year Months

9. Why are you leaving this address?

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

Landlord/Agents name

 Landlord/Agents phone number Weekly Rent Paid
 \$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Year Months

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

Landlord/Agents name

 Landlord/Agents phone number Weekly Rent Paid
 \$
 Was bond refunded in full? If not, why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

Full Time Part Time Casual

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

Employer's address

Postcode

Contact Name

Phone number

Length of employment

Net Income

Year Months \$

15. Please provide your previous employment details

Occupation?

Employer's name

Employer's Contact number

Length of employment

Net Income

Year Months \$

H. CONTACTS/REFERENCES

16. Please provide a contact in case of emergency (not living with you)

Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone number <input type="text"/>

17. Please provide 2 personal references (not relate to you)

Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone number <input type="text"/>
Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone number <input type="text"/>

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets

Breed/Type Council Registration/number

1.
 2.

PAYMENT DETAILS

Property Rental

\$ Per week

How did you hear about the property?

Rent in Advance

\$

Newspaper

Rental Bond

(Equivalent to 4 weeks rent)

\$

The internet

Sub Total

\$

Local paper

Less Holding Fee

\$

Office

Total Due

(Amount payable on signing tenancy agreement bank cheque or money order only)

\$

\$

Office Window

HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee of \$..... Keeps the premises off the marked for the prospective tenant for days by agreement.

In consideration of the above holding fee paid by the prospective tenant, the landlords agent acknowledges that:

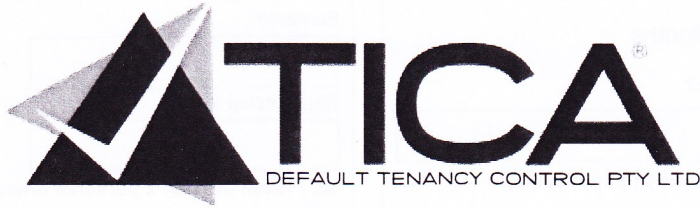
- i) The application for tenancy has been approved by the landlord; and
- ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- iii) If the prospective tenant(s) decides not to enter into such an agreement, the landlord may retain the whole fee; and
- iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v) The whole of the fee will be refunded to the prospective tenant if:
 - a) The entering into of the residential tenant agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry our repairs or other work during the specified period.
 - b) The landlord/s agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords Agent

Date

Signature of Applicant

Date



Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National 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 can not process your application.

Member Name _____

Address _____

Ph _____ Fax _____

Email _____

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

Primary Purpose

Before a tenancy is accepted we collect your information to assess 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 we disclose your personal information to

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

We 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

During and after the tenancy we 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 asset managers / owners.

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

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant

_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Date	_____ Witness