

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 Rosebery Office
 657 Botany Road, Rosebery NSW 2018
Phone: (02) 9319-1800 **Fax:** (02) 9319-3800
Mobile:
Email: info@lsrb.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?
 26 Weeks 52 Weeks

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. UTILITY CONNECTIONS

- ★ FREE service
- ★ One Stop shop
- ★ No obligation
- ★ Quality suppliers



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

Please answer the following questions:

Have you ever been evicted by any landlord or agent? **yes / no**

Have you ever been refused a rental property? **yes / no**

Are you in debt to another agent? **yes / no**

Do you have any pets? **yes / no**

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

Both sides of this application must be completed

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

	\$
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		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

	\$
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Was bond refunded in full?

If not why not?

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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.

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Length of employment

Net income (PA)

		\$
--	--	----

Years

Months

Source of other income

Net income (PA)

	\$
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15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

	Years		Months
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H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

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2. Surname

Given name/s

Relationship to you

Phone no.

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I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type

Council registration / number

20. How did you find this property?

Newspaper

Internet

Office rental list

Board

Other (please explain)

J. PAYMENT DETAILS

Property Rental

\$

per week Or

\$

per month

Rental Bond (4 weeks rent)

\$

First payment of rent in advance

\$

Tenants share of cost of preparing tenancy agreement

\$

Sub Total

\$

Less: deduct Reservations Fee (see below)

\$

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

\$

K. RESERVATION

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

Reservation Fees

\$

Reservation Period

Days

The Landlords Agent undertakes:

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

Signature of the Landlords Agent

Date

CONFIRMATION

I the applicant confirm the following:

1. During my inspection of the property I found it to be in a reasonably clean condition.
2. 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.

3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval. I am aware the landlord will receive a copy of the information contained within this application.
4. I confirm having received a copy of the application of my retention.
5. 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.
6. I declare that I am not bankrupt.
7. This agency does not accept bond transfers or nor do we transfer bond details.
8. 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 ROSEBERY/BOTANY" upon signing the Residential Tenancy Agreement.
9. I will provide 100 points of ID using the following proof of identification.

Please provide the following documentation, for your application to be processed promptly.

40 Points	30 Points	20 Points	10 Points
Driver's 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
		Copy of current rent ledger	Gas Account
		Employment reference or contract	

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 operations 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:

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Date:

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