

F. APPLICANT HISTORY**10. What is your current address**

	Postcode

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

Years	Months
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12. Why are you leaving this address?

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13. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
	\$

14. What was your previous residential address?

	Postcode

15. How long did you live at this address?

Years	Months
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16. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
	\$

Was bond refunded in full?	If not why not?

G. EMPLOYMENT HISTORY**17. Please provide your employment details**

What is your occupation?

What is the nature of your employment ? (FULL TIME / PART TIME / CASUAL)	
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Employer's name (inc. accountant if self employed or institution if a student)
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Employer's address
Postcode

Contact name	Phone no.

Length of employment	Net income (PA)
Years	Months
	\$

Source of other income	Net income (PA)
	\$

18. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment	Net income (PA)
Years	Months
	\$

H. CONTACTS / REFERENCES**19. Please provide a contact in case of emergency**

Surname	Given name/s

Relationship to you	Phone no.

20. Emergency contact's address

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21. Please provide a personal reference (not related to you)

1. Surname	Given name/s

Relationship to you	Phone no.

I. PAYMENT DETAILS**Property Rental**

\$	per week	Or	\$	per month
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Rental Bond	\$
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First payment of rent in advance	\$
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Tenants share of cost of preparing tenancy agreement	\$
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Sub Total	\$
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Less: deduct Reservations Fee (see below)	\$
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Amount payable on signing tenancy agreement (bank cheque or money order only)	\$
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J. 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 Applicant

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Date

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Signature of the Landlords Agent

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Date

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



M. PAYING RENT

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:

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 landlords 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 for 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 Potts Point Trust Account" upon signing the Residential Tenancy Agreement.
9. 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



Agency Name:-.....

Agency Phone:-..... Agency Fax:-.....

Address Property Applied For

Suburb..... State..... Post Code.....

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 / or 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or 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 / or 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 / or 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 / or 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.....DOB.....

Address.....Home Phone.....

Mobile.....Signature of Referee

Print Name of Referee 2.....Gender.....DOB.....

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 legal matter. 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. **Postal Address:** P.O. Box 372 ROSE BAY NSW 2029 Australia **Phone:** 02 9363 9244 **Fax:** 02 9328 2861 **Email:** info@tradingreference.com **Web:** www.tradingreference.com **ABN:** 72 098 231 219