

Residential Tenancy Application

All applications for Tenancy are processed through Tenant Reference Database. Please ensure you sign the form on the last page of the application to minimise delays on your application being approved.

Applicants are required to provide proof of identification of at least 100 points. If you are unable to meet the 100 points please ask to speak to the Property Manager. Points are allocated as follows;

FINANCIAL TRANSACTIONS REPORT ACT 1988 - 100 POINT CHECK

Points	Type of Identification	Comments
40	Photographic Identification Drivers licence Passport Proof of Age	ONE MUST be provided with all applications
30	Bank or Financial Statement	MUST be provided with all applications
30	Rental Payment Ledger Council Rates Notice (if you are a home owner) Written reference from your last landlord/agent	ONE MUST be provided with all applications
20	Centrelink Income Statement Healthcare Card	Any may be provided with all applications
20	Last three payslips	MUST be provided with all applications
10	Copy of Birth Certificate Last Electricity, Gas or Telephone account Current vehicle registration papers	Any may be provided with all applications

Applications will only be processed on a completed and signed application, which includes copies of the above documentation, and must be completed by anyone over the age of 18 years, who will be living at the property. Prospective Tenants wishing to apply for the property must first inspect the premises internally before an application will be processed.

Holding Deposits

A holding deposit will only be accepted once an application has been approved. If you withdraw your application the landlord will be entitled to all of the holding deposit. If the application is approved, the holding deposit becomes the first weeks rent.

What happens when your application is approved?

The property manager will contact you to confirm the application is approved and arrange an appointment to sign the lease. At that appointment you will need to provide:

- Rental Bond – Usually equivalent to four weeks rent
- Two weeks rent in advance (less any reservation fee)

We only accept payment of rent and bond from Bank Accounts OR by using Credit/Debit Cards Via Rental Rewards, Money Order or Bank Cheque. WE DO NOT ACCEPT CASH OR PERSONAL/BUSINESS CHEQUES.

We accept:





Agency: RE/MAX Xtra
Address: Suite 4, Level 1, 426 Church Street,
PARRAMATTA. NSW. 2150
Phone: 02 8838 5600
Fax: 02 8838 5666
email: xtrapm@remax.com.au

A: PROPERTY DETAILS

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

Lease commencement date? (DD/MM/YY) ____/____/____

Lease Term? ____ Years ____ Months

How many tenants will occupy the property?

____ Adults ____ Children ____ Ages of Children

Rental Amount per week? \$____.____

B: PERSONAL DETAILS

Please complete the following;

Mr Mrs Miss Ms Other

Given Names Surname

Date of Birth (DD/MM/YYYY) Drivers Licence Number

Drivers Licence expiry date Drivers Licence State

Passport Number Country of Issue

Pension Number Pension Type

Home Phone Number Mobile Phone Number

Work Phone Number Fax Number

email address

Current Address

Time there? ____ Years ____ Months

Reason for leaving?

C: FREE UTILITY CONNECTION SERVICE

Direct Connect is a RE/MAX Xtra Business Partner. Direct Connect is a free, no-obligation service offering a range of options to suit your needs. Whether you simply need your electricity and gas connected, a new phone connection, or to insure your home and contents, we have an option to suit you - all in one simple phone call, at no cost to you. Additional services are available such as Insurance, Removalists, Truck Hire and Cleaners.

What's more you pay no Xtra for using Direct Connect Services through RE/MAX Xtra. We will make reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you in this period please call 1300 739 748 to ensure your services can be addressed by your required date.

PRIVACY CONSENT AND TERMS: By signing this form you agree and consent to the following: Direct Connect Australia Pty Ltd ACN 110 316 973 will collect, use and disclose your information to contact you about moving. If you do not agree, you must not provide your personal information, and we may not be able to process your application or provide certain products or services to you. We may disclose your personal information to other parties, including third party utility service providers for the purpose of completing and confirming the connections or disconnections, real estate agents who assisted you in your move, our related companies, third parties who provide us services in connection with the ordinary operation, administration or promotion of our business, regulatory or government authorities and authorised representatives.

From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas, including India, USA, The Philippines and New Zealand. We may use and disclose your personal information for direct marketing purposes, unless you opt out.

Our Privacy Policy is available to view [here](#) or at <https://www.directconnect.com.au/privacypolicy>. It contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy, and how we will deal with that complaint.

I agree to having Direct Connect contact me to connect my house

SIGNATURE

DATE

Phone: 1 300 739 741
Calling from overseas: +61 3 9976 6705
email: info@directconnect.com.au

Fax: 1 300 664 185

D: DECLARATION & PRIVACY STATEMENT

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator)

SIGNATURE

DATE

E: APPLICANT HISTORY

Agent/Landlord of this property (if applicable)

Agent/Landlord's phone no.

Weekly rent paid

What was your previous residential address?

Time there? _____ Years _____ Months

Was bond refunded in full?

If not - why not?

F: EMPLOYMENT HISTORY

What is your occupation?

What is the nature of your employment? Circle one

Full time

Part time

Casual

Employer's name (include accountant if self employed or institution if a student)

Employer's Address

Contact Name

Phone Number

Time there? _____ Years/Months Net Income \$ _____

Previous Occupation

Employers Name

Time there? _____ Years/Months Net Income \$ _____

G: EMERGENCY CONTACTS & REFERENCES

Emergency Contact Surname Given Names

Relationship

Phone Number

Personal reference 1 Surname Given Names

Relationship

Phone Number

Personal reference 1 Surname Given Names

Relationship

Phone Number

H: OTHER INFORMATION

Car Registration

Details of any pets

Breed or Type

Registration or chip number

Desexed yes or no

Age

Lives indoors/outdoors

PLEASE NOTE

Keys will not be handed over until the lease agreement has been signed by all applicants. The rental bond, lease preparation fee and two weeks rent must be paid prior to collecting keys.

This application is subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

I: 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 Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 about me from:

- The owner or the Agent of my current or previous residences;
- My personal referees for this application;
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that 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:

- communicate with referees, employers, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a check with a tenancy default database

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 and that I may be able to correct this information if this is inaccurate, incomplete or out-of-date.

SIGNATURE OF APPLICANT

DATE



Privacy Disclosure form

This form provides information about how we use your personal information, as required by the Australian 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 cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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. Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to clients.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, tribunals of courts having jurisdiction seeking orders or remedies, debt collection agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, lessors/owners insurer in the event of an insurance claim and future rental references to other asset managers/owners.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA group is provided in accordance with the Australian 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 Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain you information from the TICA group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80.

TICA 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 organisation other than its own group of companies for any other purpose 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, driver's licence 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.

Signed by the Applicant:

Name: _____ Signature: _____ Date: _____