



## Tenancy Application

Apply via this Document or online via <http://t-app.com.au/abodek>  
Applications can be emailed to: [rentals@abodeagents.com.au](mailto:rentals@abodeagents.com.au)  
Or faxed to [02 8809 9564](tel:0288099564)

Abode Agents is strictly a **NO CASH** office.  
Only bank cheques and money orders will be accepted for initial tenancy payments.  
**Please make cheques payable to: Abode Agents Rental Trust Account.**

We guarantee to have your application answered back within 48 hours  
Subject to your references and all documentation provided.  
Each Adult (over 18) must submit an individual application.

**Before any application will be considered each applicant must provide a minimum of  
100 Points of identification.  
Passport expired or any other cancelled identification will not be accepted.**

Drivers Licence	70 Points
Passport	70 Points
Other photo identification	30 Points
Healthcare/Medicare Card	30 Points
Current Vehicle Registration papers	10 Points
Copy of birth certificate	10 Points
ATM/ Credit Card	10 Points

Total Points Submitted :

**All Applicants must supply copies of the following:**

Income/ Centrelink Statement  
Bank Statement  
Last 3 Payslips / if self-employed a copy of last Tax return or letter from Accountant  
Previous Phone/ Electricity Bill  
Rental ledger from current/ previous real estate  
Or copy of council rates if home owner

All details are referred to Trading Reference Australia for confirmation. I, the applicant, understand that if my application for tenancy is approved I will be required to pay an initial payment of 1 weeks rent by bank cheque or money order as a holding deposit.

# Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



**A. AGENT DETAILS**  
**ABODE AGENTS**  
 6/33 Windsor Road  
 KELLYVILLE NSW 2155  
 Phone: 02 9629 3777  
 Fax: 02 8809 9564  
 Email: rentals@abodeagents.com.au

**B. PROPERTY DETAILS**

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

2. Preferred move in date?  
 Day  Month  Year

3. Lease term?  
 Years  Months

4. Property rental?  
 \$  per week OR \$  per month

5. How many people will normally occupy the property?  
 Adults  Children, Ages: \_\_\_\_\_

6. Is an Interpreter Service required?  
 YES  NO If YES, Language: \_\_\_\_\_

**C. PERSONAL DETAILS**

7. Please give us your details.  
 Mr  Ms  Miss  Mrs  Other  
 Surname  Given name/s   
 Date of Birth  Driver's licence number   
 Driver's licence expiry date  Driver's licence state   
 Passport number  Passport country   
 Pension number (if applicable)  Pension type (if applicable)

8. Please provide your contact details.  
 Home phone number  Mobile phone number   
 Work phone number  Fax number   
 Email address

9. What is your current address?  
  
 Postcode

**D. UTILITY CONNECTIONS**

**on the move**  
 Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm!

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**  
**Ph: 1300 850 360 Fax: 1300 661 160**

**Terms & Conditions** - By ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

YES! Please contact me to arrange my utility connections.

**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 2010.

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)

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 consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** 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 **On The Move** 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 **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature  Date   
 X

Property Manager   
 Application faxed to On The Move (if required)

**F. APPLICANT HISTORY****10. How long have you lived at your current address?**

	Years		Months
--	-------	--	--------

Reason for leaving this address?

**11. Please tell us about this rented property.**

Name of landlord or agent

Landlord/agent phone number

Weekly rent paid

	\$
--	----

**12. What was your previous residential address?**
  
 Postcode
**13. How long did you live at this address?**

	Years		Months
--	-------	--	--------

**14. Please give us further information about this rented property.**

Name of landlord or agent

Landlord/agent phone number

Weekly rent paid

	\$
--	----

Was bond refunded in full?

If NO, why not?

 YES  NO

**G. EMPLOYMENT HISTORY****15. 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 number

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Length of employment

Net Income

	Years		Months	\$
--	-------	--	--------	----

**16. If studying:**

What course are you studying?

Length of course?

**You must answer the following questions:**

Have you ever been evicted from a property?

 Yes  No

Are you in debt to another landlord or agent?

 Yes  No

Have you had a criminal charge or conviction in the last two years?

 Yes  No
**H. PREVIOUS EMPLOYMENT DETAILS****17. Please provide your previous employment details.**

Occupation?

Employer's name

Length of employment

Phone number

	Year		Months	
--	------	--	--------	--

**I. CONTACTS / REFERENCES****18. Please provide a contact in case of emergency.**

Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

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

1. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

2. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

**J. OTHER INFORMATION****20. Car Registration**

Make/Type

**21. Please provide details of any pets.**

Breed/Type

Inside/Outside

Council registration/number

**K. PAYMENT DETAILS**

First payment of rent in advance

\$
----

Rental Bond (4 weeks rent)

\$
----

Sub Total

\$
----

Less: Deduct Reservation Fee (see below)

\$
----

Amount payable on signing tenancy agreement

\$
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**L. RESERVATION FEE**

Reservation Fee

\$

Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

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

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide 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 tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

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, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be used by or disclosed to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose and c) for direct marketing purposes unless I have notified you that I do not consent to my information used for direct marketing purposes. I hereby consent to such use and disclosure of that information for those reasons.

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 with the current legislation, 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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 current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this Information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes 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).

### **AGENCY REQUIREMENTS:**

I declare I have inspected the property and am willing to accept it in its current state. 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 pursuant to the Residential Tenancies Act 2010. 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 am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

**"I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section"**

Print Name of Tenant .....

Signature of Tenant.....Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo Id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading Reference Australia ©