

TENANCY APPLICATION



Please read carefully prior to completing your Application

Our preferred rental payment methods are:

- ◆ Direct Deposit
- ◆ Centrepay

We require one application to be completed by every person over the age of 18 who will be occupying the premises.

Applicants Name: _____

Property Applying For: _____

Applicants are to supply their own readable photocopies of documentation required totaling 100 points.

This application will not be processed until it is fully completed, copies of supporting documents attached & signed

***MUST INCLUDE** A DRIVERS LICENCE OR PASSPORT OR 18+ CARD

***MUST INCLUDE** PAYSLEIPS/CENTRELINK INCOME STATEMENT

100 POINTS REQUIRED IN TOTAL

<input type="checkbox"/> Drivers Licence	40
<input type="checkbox"/> Passport	40
<input type="checkbox"/> 18+ Card	40
<input type="checkbox"/> Current Pay Slips/ Centrelink Income Statements	30
<input type="checkbox"/> Other Photo ID	30
<input type="checkbox"/> Birth Certificate	30
<input type="checkbox"/> Previous Tenancy Reference	20
<input type="checkbox"/> Previous two rent receipts	20
<input type="checkbox"/> Motor vehicle registration certificate	10
<input type="checkbox"/> Bank Statement	10
<input type="checkbox"/> Telephone/Electricity Account	10
<input type="checkbox"/> Health Care Card	10
<input type="checkbox"/> Medicare Card	10
TOTAL POINTS MUST BE AT LEAST 100	_____

APPLICATION CHECKLIST
BEFORE SUBMITTING YOUR APPLICATION

ENSURE YOU HAVE COMPLETED AND UNDERSTAND THE FOLLOWING

- ATTACHED PHOTOCOPIES OF DOCUMENTS TO MEET 100 OR MORE POINTS OF ID**
- Inspected the property both internally and externally.
- Completed all details in full on the application form.
- Provided all contact details & documentation for confirmation of income source.
- Read and signed the Application Declaration.
- Read and signed the Privacy Disclosure Statement.
- Read and signed the application checklist (this page).
- Read and understand methods for payment of rent if application is successful (front cover).
- If the application is approved, the approved lease holders will pay an amount equal to 1 weeks rent within 48 hours of acceptance, and the payment to be made by either **CHEQUE**, **MONEY ORDER** or **CASH**

Our office does not offer EFTPOS facilities.

I have read and acknowledged the terms of this Tenancy Application

NAME: _____ SIGNATURE _____

DATED

**PRIVACY DISCLOSURE STATEMENT OF
LAUDERS REAL ESTATE
OF 52 Old Bar Road
PHONE 02 6553 7700**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA). You can find out more information about these databases on the website www.tica.com.au.

Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Lauders Real Estate** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **Lauders Real Estate** and/or the Lessor. If you enter into a Residential tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application **Lauders Real Estate** will destroy your documents to comply with privacy legislation.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of **Lauders Real Estate**.

I authorise **Lauders Real Estate** to collect information about me from:

My previous letting Agents and/or Lessors;

My personal referees, employers and all other references both on this application and through any other means;

Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me.

I also authorise **Lauders Real Estate** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to including TICA & NTD.

I authorise **Lauders Real Estate** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

Applicant's Full Name (Please Print)

Applicants Signature

Date

Rental Property	ADDRESS	
How did you find out About this property?	Newspaper <input type="checkbox"/>	Website <input type="checkbox"/> For Rent Sign <input type="checkbox"/> Rental List <input type="checkbox"/>
	Walk in <input type="checkbox"/>	Referral <input type="checkbox"/> Other Agent <input type="checkbox"/> Other <input type="checkbox"/>
Applicants Full Name	Name	
Personal Details	Date of Birth	Place of birth
	Licence No.	Expiry Date
	Passport No.	Expiry Date
Contact Details	Home Ph.	Business Ph.
	Mobile Ph.	Email
Current Living Arrangements	Address	
	Rent / Board per week \$	Period of Occupancy
	Agent / Landlord	From To
	Business Ph	Fax
Previous Living Arrangements * Must include Agent/ Landlord contact details	Address	
	Rent / Board per week \$	Period of Occupancy
	Agent / Landlord	From To
	Business Ph	Fax
Previous Living Arrangements * Must include Agent/ Landlord contact details	Address	
	Rent / Board per week \$	Period of Occupancy
	Agent / Landlord	From To
	Business Ph	Fax
Employment	Current Employer	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/>
	Your Position	Supervisors Name:
	Length of Employment	Phone:
	Total Annual Income (as declared to ATO) \$	
	Currently I am paid on the _____ of each	
If Self Employed	Company Name	Trading as
	Address	
	ABN	Industry/Nature of Business
	How long have you been self employed?	
	Total annual income (as declared to ATO) \$	
	Accountant	Phone:
	Creditor	Phone:
If a Student or not Currently Employed *If studying a student card must be supplied. *If receiving Centrelink an Income Statement must be supplied.	Verification of Income Source Must Be Provided	
	Student ID #	Institution
	Course	Duration
Australian Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/> —Supply copy of passport and visa	Visa Expiry:
Vehicle Information Total number of vehicles to include those of other applicants	Total Number of vehicles to be kept at the premises	
	Registration No State	Model
	Registration No State	Model
	Registration No State	Model

Occupancy Details *Full names, current addresses & ages of ALL people (including children & yourself) who will reside at this property	Name	Relationship to you	Age	
Two (2) Emergency Contact Details must be supplied of closest relatives who will <u>not</u> be residing with you	Name		Name	
	Relationship		Relationship	
	Address		Address	
	Home Ph.		Home Ph.	
	Work Ph.		Work Ph.	
Pets	Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Pets	Type	Breed
	Registration No.		Council	

Please answer the following:

Detail

- Have you ever been terminated by any Landlord or Agent?
 Are you in debt to another Landlord or Agent?
 Is there any reason known to you that would affect you ability to pay rent when due?
 Was your rental bond at your last address refunded in full?

I confirm the following:

During my inspection of the Property on _____ I found it to be in a satisfactory condition
 If "No" I request the following items be attended to prior to my tenancy, subject to the Landlord's approval.

I have inspected the premises and wish to apply for tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____

Declaration –

I declare that the Application information provided is true & correct. I consent to this Application being verified & to the access of Tenancy Information Centre of Australia & National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form & acknowledge that my application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Holding Deposits-

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent— First 2 weeks rent	2 x \$	= \$	MUST be paid before lease starts
Bond—Equiv 4 weeks rent	4 x \$	= \$	MUST be paid before lease starts
	Total	= \$	

Will you be applying for Department of Housing Assistance: Yes No