

TENANCY APPLICATION



Applicants Name: _____

Property: _____

Date Handed to Lauders Real Estate: ____/____/____

Please be advised your applications are only valid for ONE month.

Please read carefully prior to completing your Application

Our preferred rental payment methods are:

- ◆ Direct Deposit
- ◆ Centrepay

EACH person 18 years or older MUST have their OWN application

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 License	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

Property Address:			
Applicants Details:	Full Name:		
	DOB:	Place of birth:	
	License No:	Exp:	
	Passport No:	Exp:	
Contact Details:	Home Ph:	Work Ph:	
	Mobile Ph:	Email:	
Currently at:	Address:	Suburb:	
	Rent per Week: \$	Period of occupancy:	
	Agent/Landlord:	Lease Start: / / Lease End: / /	
	Ph:	Fax:	
Previously at:	Address:	Suburb:	
	Rent per Week: \$	Period of occupancy:	
	Agent/Landlord:	Lease Start: / / Lease End: / /	
	Ph:	Fax:	
Previously at:	Address:	Suburb:	
	Rent per Week: \$	Period of occupancy:	
	Agent/Landlord:	Lease Start: / / Lease End: / /	
	Ph:	Fax:	
Employment:	Employer:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time select any box <input type="checkbox"/> Casual that is relevant <input type="checkbox"/> Contract <input type="checkbox"/> Centrelink <input type="checkbox"/> Unemployed	
	Position:		
	Length of employment:		
	Supervisor:	Ph:	
	Annual income: \$ (as declared to ATO)	Paid: Weekly / Fortnightly / Monthly (circle relevant)	
Self Employed:	Company Name:	Trading as:	
	Address:		
	ABN:	Industry:	
	How long have you been self employed:		
	Annual income: \$ (as declared to ATO)		
	Accountant:	Ph:	
	Creditor:	Ph:	
SOURCE OF INCOME MUST BE PROVIDED			
Studying:	Student ID:	Institution:	
	Course:	Duration:	
Australian Citizen:	YES / NO - Please supply copy of passport & Visa expiry:		
Vehicles:	Number of vehicles to be kept at premises:		
	Registration No:	State:	Model: Owned/Financed
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Occupants: * Full names & ages of all who will reside at the premises	Name:	Relationship to you:	Age:
Emergency Contacts	Name:	Name:	
	Relationship:	Relationship:	
	Address:	Address:	
	Home Ph:	Home Ph:	
	Mobile Ph:	Mobile Ph:	
Pets:	Type:	Breed:	
	Inside or Outside pet:		
	Type:	Breed:	
	Inside or Outside pet:		
	Type:	Breed:	
	Inside or Outside pet:		

Have you ever been terminated by any Landlord or Agent? YES / NO

Are you in debt to another Landlord or Agent? YES / NO

Is there any reason known to you that would affect your ability to pay rent when due? YES / NO

Was your rental bond at your last address refunded in full? YES / NO

Please provide details below if relevant:

Will you be applying for Department of Housing Assistance: YES / NO

Are you happy for your bond to be lodged electronically:
(email address must be supplied) YES / NO

Do you smoke ? YES / NO / OUTSIDE ONLY

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 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.

Name: _____

Signed: _____ Date: _____

**PRIVACY DISCLOSURE STATEMENT OF
LAUDERS REAL ESTATE OLD BAR PTY LTD
OF
52 OLD BAR ROAD, OLD BAR NSW 2430
PH: 02 6553 7700 FAX: 02 6553 7967**

We are an independently owned & operated business. We are bound by the National Privacy principals. 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 & your referees. We will also check whether and details of 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 & 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 & third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Lauders Real Estate & /or the Lessor/s. If you enter into a Residential Tenancy Agreement & if you fail to comply with your obligations under this agreement, the facts & 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 &/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 &/or Lessors;

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

Any Tenancy Default Database (inc. 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 & contact details to an arranger or service provider including tradespeople (to attend to work required at this property), sales people (primary & 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) & to authorities as required by law.

Applicants Full Name: _____

Signature: _____

Date: _____

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**
- 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 **DIRECT BANK TRANSFER** OR **EFTPOS**.

Direct Transfer will NOT incur a fee.
EFTPOS fees - 50c SAV or CHEQ acc. - 2% CREDIT acc.

I have read and acknowledged the terms of this Tenancy Application

NAME _____

SIGNATURE _____

DATED _____