

TENANCY APPLICATION FORM

All applicants must complete an application form. We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us, please fill out ALL required details on the application & supply the required supporting documents. This application is subject to the owner's approval and may take 2-3 days to process.

Notification of Results

You will be notified of the result of your application once a decision is made and we have confirmed the lessor's inspections. Please ensure we have a day time contact number for you. Should your application be unsuccessful you will be advised. Tenants may seek pre-approval for future tenancies and if successful, the application will be held for a period of up to 3 months.

Successful Application

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We will require a holding deposit of 1 week's rent to secure the tenancy within 24 hours of your notification of acceptance (Please see pg5 for more information). You will also be advised of the total funds required prior to lease commencement. Once this process is complete, you may go ahead and arrange the connection of services to the property.

Signing your Tenancy Agreement

An appointment will be made at the time of paying the holding deposit. Please allow approximately 30 minutes for this appointment. All tenants are to attend the office for this process - please be aware, we DO NOT sign up tenants on Saturdays. You will be given a copy of the Tenancy Agreement to read before signing. We consider this to be a vital document and want to ensure that you are aware of all your obligations before making a commitment. Keys will only be handed out when all parties have signed the Tenancy Agreement, Bond Lodgment Form, all monies have been paid, and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. Signing of Tenancy Agreements and the payment of the bond will be undertaken at the office indicated by your property manager.

Bond & Rent

Prior to moving in you will be required to pay the second week's rent and the full bond. This is not negotiable. Bond transfers are NOT accepted. Payment of this money must be in cleared funds – cash, direct deposit or bank cheque only. **No personal cheques can be accepted.**

Notice To Prospective Tenants

The availability of telephone lines; internet services; analogue, digital or cable television (& the adequacy of services); are the sole responsibility of the tenants and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does 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, and tenants must rely upon their own enquiries

THIS OFFICE IS A MEMBER OF THE TENANCY INFORMATION CENTRE OF AUSTRALIA PTY LTD

All applications for tenancy in this office are processed through TICA. Should a positive ID be received from TICA, the application will be rejected. Should there be any discrepancy in your application, your application will be refused.

Before any application is considered, each applicant must supply the following

- | | | |
|--|---------------------------------|---|
| • Documentary evidence of: | Income <input type="checkbox"/> | Benefits <input type="checkbox"/> |
| • References from previous landlord/agent (minimum of 2) | <input type="checkbox"/> | rent receipts/ledger <input type="checkbox"/> |
| • Drivers licence/passport/photo ID (100POINTS) | <input type="checkbox"/> | |
| • Proof of last residential address | <input type="checkbox"/> | |
| • Copy of birth certificate (if photo ID unavailable) | <input type="checkbox"/> | |

APPLICATION FOR RESIDENTIAL TENANCY 1

1. PROPERTY APPLYING FOR

Address:	Length of Tenancy:
Tenancy Commencement Date:	Rent Per Week: \$

2. PERSONAL DETAILS

Full Name:	Date of Birth:
Contact Numbers: H: W: Mob:	
Email:	
Drivers Licence No:	State of Issue:
Car Registration No: Year: Make & Model:	
No. Of People To Occupy Premises: Adults Children	
Children's Ages:	
Alternate ID No. : (eg Passport)	Pension Type:
Pets owned: Yes/No Type: Breed:	

3. CURRENT SITUATION

Are You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

4. PREVIOUS SITUATION

Were You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

5. CURRENT EMPLOYMENT

Current Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

6. PREVIOUS EMPLOYMENT

Previous Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

7. NEXT OF KIN (person not residing in premises)

Name:	
Address:	
Relationship:	Phone:

8. PERSONAL REFERENCES (No relatives. Names given must be contactable during business hours)

1.	Phone:
2.	Phone:
3.	Phone:

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APPLICATION FOR RESIDENTIAL TENANCY 2

1. PROPERTY APPLYING FOR

Address:	Length of Tenancy:
Tenancy Commencement Date:	Rent Per Week: \$

2. PERSONAL DETAILS

Full Name:	Date of Birth:
Contact Numbers: H: W: Mob:	
Email:	
Drivers Licence No:	State of Issue:
Car Registration No: Year: Make & Model:	
No. Of People To Occupy Premises: Adults Children	
Children's Ages:	
Alternate ID No. : (eg Passport)	Pension Type:
Pets owned: Yes/No Type: Breed:	

3. CURRENT SITUATION

Are You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

4. PREVIOUS SITUATION

Were You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

5. CURRENT EMPLOYMENT

Current Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

6. PREVIOUS EMPLOYMENT

Previous Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

7. NEXT OF KIN (person not residing in premises)

Name:	
Address:	
Relationship:	Phone:

8. PERSONAL REFERENCES (No relatives. Names given must be contactable during business hours)

1.	Phone:
2.	Phone:
3.	Phone:

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PRIVACY DISCLOSURE STATEMENT FOR CARDOW & PARTNERS PROPERTY BELLINGEN

61 Hyde Street, Bellingen, NSW, 2454 Ph: 02 6655 1049 Fax: 02 6655 1440

office@cardowbellingen.com.au

This form is to be accompanied by an Application for Tenancy. Please take the time to read this Privacy Statement carefully. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.

The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant.

This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) identify and verify the Applicant's identity; (b) process and assess the Application; (c) assess the Applicant's ability to meet their financial and other obligations under this Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) comply with any applicable law; and (i) comply with any dispute resolution process.

If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required by any applicable law.

Information held by tenancy databases may also be requested by and disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent not to. If the Applicant **does not** wish to receive any information about such products and services then please tick this box: or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal

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PRIVACY DISCLOSURE STATEMENT FOR CARDOW & PARTNERS PROPERTY BELLINGEN cont.

information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss and unauthorized access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

Signed 1: _____ Signed 2: _____ Date: _____

Print Names:

I/we _____

Trading as Cardow & Partners Property Bellingin, the Agents acting for the owner of the above premises, acknowledge receipt of the above Application and, if the Applicant is approved, agree to prepare within the holding period (if any) a Residential Tenancy Agreement / Lease of the premises.

Agent: _____

Date: _____

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. If the applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) notifies the Landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
2. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
3. A holding fee must not be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Agent.
4. If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises.
6. Please note: If you do not enter into a Tenancy Agreement and the premises are not let or otherwise occupied, the landlord may retain the portion of the fee representing the rent that would have been paid during the reservation period (based upon proposed rent).



61 Hyde Street, Bellingin, NSW, 2454
Ph: 02 6655 1049 Fax: 02 6655 1440
www.cardowbellingin.com.au
ABN 65 636 507 583

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9. DECLARATION

1. Have you ever attended CCCT or NCAT (Tribunal)? Yes / No
If yes, give details _____
2. Have you ever been evicted by any landlord/agent? Yes / No
If yes, give details _____
3. Are you in debt to another landlord/agent? Yes / No
If yes, give details _____
4. Is there any reason known to you that would affect your rental payments? Yes / No
If yes, give details _____
5. Were any deductions made from your Rental Bond at your last address? Yes / No
If yes, give details _____
6. Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? Yes / No
If yes, give details _____

- I/we the Applicant/s hereby apply for approval by the owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Agent.
- I declare that ALL information contained in this application is true and correct and given of my own free will.
- I/we declare that I/we am required to physically inspect the property or authorise a third party to attend on my/our behalf prior to any tenancy agreement being entered into.
- 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 or database of 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.
- I/we the applicant/s hereby authorise you, as the agent to conduct an enquiry with the Tenancy Information Centre Australia Pty Ltd and or any other searches which may verify the information provided by me/us. I/we the applicant/s hereby agree to a credit check being carried out by the National Tenancy Database.
- I/we acknowledge that the property is in a reasonably clean condition and in good repair as inspected.
- I/we declare that the rental to be paid is within my means & that I will be required to pay rent in advance for the duration of my tenancy. I/we undertake to pay a rental bond as requested upon the signing of a Residential Tenancy Agreement.
- I/we, the Applicant/s **do solemnly and sincerely declare** that I/we am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.
- I/we declare that we have read & signed the attached privacy disclosure statement.

Signed 1: _____ Signed 2: _____

Date: _____



61 Hyde Street, Bellingen, NSW, 2454
www.cardowbellingem.com.au

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ABN 65 636 507 583

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This is a FREE service that connects all your utilities.

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day upon receipt to confirm the information on this application and explain the details of the services offered.

Please tick this box if you would like Direct Connect to contact you in relation to any of the below utilities and other services.



Electricity Gas Phone Internet Truck or Van Hire
Cleaners Insurance Pay TV Removalist Water

MAKES MOVING EASY



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
7. By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Applicant Signature 1 _____ Date: _____

Applicant Signature 1 _____ Date: _____

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Document type and point value	Document details
Primary documents 70 points	Document <ul style="list-style-type: none"> • Birth certificate • Birth card issued by the New South Wales Registry of Births, Deaths and Marriages • Citizenship certificate • Current passport • Expired passport which has not been cancelled and was current within the preceding two years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Secondary documents 40 points	Document - Must have a photograph and a name <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Roads and Maritime Services (formerly RTA) photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
35 points	Document - Must have name and address on <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last two years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 points	Document - Must have name and signature on <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Foreign driver licence • Medicare card (signature not required on Medicare card) • EFTPOS card
25 points	Document - Must have name and address on <ul style="list-style-type: none"> • Records of a public utility - phone, water, gas or electricity bill • Records of a financial institution • Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent
25 points	Document - Must have name and date of birth on <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary education institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

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