

Residential Tenancy Application

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

Please complete a separate form for each adult wanting to be party to the lease agreement.

1. PROPERTY APPLYING FOR

Address: _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date you would like to move in _____ / _____ / _____

Rent Payable for Property _____

Property Manager _____ ID No _____

Number of persons to occupy Property: Adults _____ Children _____

Name/s of other person/s to occupy Property: _____

2. CURRENT RESIDENCE

Are you the Owner Renter Other (please specify) _____

How long have you lived at your current address? Years _____ Months _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per week _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

3. PERSONAL DETAILS

Title	First Name	Initial
Last Name _____		
Date of Birth _____ / _____ / _____		
Current Address _____		
Suburb _____		
Drivers Licence Number	State of Issue	
Car Registration Number _____		
Alternate ID type(eg passport)	No. _____	
Pension Type	No. _____	
Home Phone Number _____		
Mobile Phone Number _____		
Email _____		
Please provide a contact number you are on all day		
Contact Number _____		

Signed: _____ Date / / _____

4. UTILITY CONNECTIONS This is a free service that connects all your utilities



Your Free No Obligation Connection Service
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 on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Gas Phone

Internet Pay TV Contents Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of

if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature	Date

5. IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

6. PREVIOUS RENTAL HISTORY

Are you the Owner Renter Other (please specify) _____

Previous Address _____

Suburb Post Code _____

How long have you lived at your previous address? Years _____ Months _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per week _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

7. OTHER INFORMATION

Number of persons occupying property Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? Yes No, If Yes, please specify _____

Do you smoke? Yes No _____

8. NEXT OF KIN

Emergency Contact _____ Relationship _____

Address _____

Ph: _____

Mobile _____ Other _____

13. HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (please tick)

RENT LIST NEWSPAPER www.cunninghamsproperty.com.au OFFICE FOR LEASE BOARD OTHER: _____

14. DECLARATION

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 (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.

9. CURRENT EMPLOYMENT DETAILS OR CENTRELINK DETAILS

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____ Phone _____

Length at previous employment Years _____ Months _____

Net Income \$ Per Week _____ \$ Per Month _____

10. PREVIOUS EMPLOYMENT DETAILS

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____ Phone _____

Length at previous employment Years _____ Months _____

Net Income \$ Per Week _____ \$ Per Month _____

11. IF SELF EMPLOYED PLEASE PROVIDE REFEREES

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

12. IF STUDENT, PLEASE COMPLETE THE FOLLOWING

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income: _____

Parents Address Overseas: (if applicable) _____

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, this may include a tenancy database.

Signed: _____ Date / / _____

I/We DO NOT INTEND TO HAVE A PET IN OR ON THE PREMISES WITHOUT PERMISSION IN WRITING FROM THE LANDLORD OR HIS AGENT.

Declared this _____ day of _____ 200_

Applicant 1 _____

Applicant 2 _____

If a reservation fee is being paid on the property, the following conditions will apply:

1. The Reservation fee of \$_____, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
 2. During this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
 3. That should the landlord decline the application, the Reservation Fee will be refunded to the applicant in full.
 4. That should the landlord accept the application, the Reservation Fee will be paid towards the initial rent for the premises.
 5. That should the applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the applicant on a pro-rata basis.
 6. That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of EFT.
- Should the current tenant/s fail to provide vacant possession of the property prior to my nominated lease start date, I/we acknowledge that we have no claim to the property. Should vacant possession not be provided by the nominated lease commencement date, and a new date cannot be agreed, the deposit will be refunded in full. Should I/we withdraw our application for any reason I/we acknowledge that a percentage of the deposit equal to the number of days the property has been held may be forfeited.

Applicant _____

Privacy Statement

The personal information you provide in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. This privacy statement explains how the Agent and Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information. A reference in this privacy statement to:

How the Owner and Agent may use your personal information

- The Owner and Agent may each use your personal information in connection with:
- (a) their business, including in connection with:
 - (i) the purchase, development, sale and leasing of land, including the building;
 - (ii) the proposed sale of an interest in the Owner or Agent's business;
 - (iii) raising finance in connection with the matters specified in paragraph (i);
 - (iv) the management of the building and the Owner's portfolio of land;
 - (v) internal reporting;
 - (vi) Reporting to related entities, financiers and advisors; and
 - (vii) direct marketing (such as newsletters); and
 - (b) the management and administration of the lease.
 - (c) processing of application details through a tenancy database.

To whom Owner and Agent may disclose your personal information

- The Owner and Agent may disclose your personal information, if they consider it is necessary to do so:
- (a) if required by law; or
 - (b) to any one or more of the following
 - (i) their related entities;
 - (ii) persons in connection with a proposed sale of an interest in the Owner or agent's business (including purchasers of the building);
 - (iii) any agents engaged by the Owner and notified to you;
 - (iv) contractors and service providers involved in the management and maintenance of the building or any works in connection with the building;

- (vi) the Owner's financiers;
- (vii) the Owner's corporation and, if relevant, the building management committee for the building, any of whom may be located outside Australia.
- (c) Tenancy Databases

Your rights: You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

PRIVACY ACT ACKNOWLEDGMENT

I authorise you to give information to and obtain information from all credit providers and references named in this application. I confirm that I have read and understand the Privacy Policy that the lessor/agent has made available to me. I/we have been advised that a Consumer Affairs Booklet can be obtained from Office of Fair Trading or Rental Bond Office.

Applicant 1 Signature.....Date: / /

Applicant 2 SignatureDate: / /

In the presence ofDate: / /

During my inspection I found the property to be in a reasonably clean condition YES/NO?

If NO, I request the following items to be attended to prior to the commencement of my tenancy, subject to the owners approval.

Applicant Identification

It is a requirement that we are able to suitably identify you and listed below are some of documents etc which would assist in this. NOTE: If you are not able to supply "100 check points", please speak to the property manager.

SCORE – Circle Points you are providing

Your last 4 rent receipts	50
Drivers Licence	40
Photo ID	30
Passport	30
Current car/bike registration forms	10
Minimum Two (2) references from previous L/L or Agent	20
Copy of Birth Certificate	10
NUMBER OF POINTS	



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 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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults 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 previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them.

*I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. 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). **"I have read and I understand the above information"***

Print Name of Tenant

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



TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address 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.

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