



APPLICATION FOR RESIDENTIAL TENANCY

DATE OF ENQUIRY.....

FULL NAME OF APPLICANT.....

ADDRESS OF RENTAL PREMISES.....

NAMES OF OTHERS TO OCCUPY PROPERTY.....

..... PET.....

CONTACT PHONE: Home..... Work:..... Mobile.....

EMAIL ADDRESS.....

DRIVERS LICENCE/PASSPORT/OVER 18 CARD NUMBER.....

CAR REGISTRATION NUMBER..... DATE OF BIRTH.....

PRESENT ADDRESS

PERIOD OF OCCUPATION..... PHONE

REASON FOR LEAVING..... RENT PAID \$

NAME OF AGENT OR OWNER.....

ADDRESS OF AGENT OR OWNER.....

..... BUSINESS HOURS PHONE FAX.....

Office use only:

PREVIOUS ADDRESS

PERIOD OF OCCUPATION..... PHONE

REASON FOR LEAVING..... RENT PAID \$

NAME OF AGENT OR OWNER.....

ADDRESS OF AGENT OR OWNER.....

..... BUSINESS HOURS PHONE FAX.....

Office use only:

OCCUPATIONNAME OF EMPLOYER.....

EMPLOYER'S ADDRESS..... PHONE.....

PERIOD OF EMPLOYMENT.....

STUDENT Yes No INSTITUTION.....COURSE.....DURATION.....

Office use only:

Personal Information to support this Application

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

1. Phone

Office use only:

2. Phone

Office use only:

Name of person to contact in case of emergency

Relationship: **Phone:**



IMPORTANT: TO BE READ BY APPLICANT PRIOR TO SIGNING:

I, the Applicant state that

- 1. The above information is true and correct and that I understand that it is a fundamental precondition of the owner entering into the Residential Tenancy Agreement, and
2. I am not bankrupt or insolvent, and
3. The rental amount to be paid is within my means.
4. I have inspected the premises and wish to take a tenancy of such premises for a period of ... months commencing from ... at a rental amount of \$... per week.
5. I undertake to pay a Rental Bond of four week's rent prior to the commencement of my tenancy, and
6. The initial payment of rent and Rental Bond will be made in cash or by Bank / Building Society Cheque.

Reservation of premises: Subject to the acceptance of this application an in consideration of the payment of \$ the applicant wishes to reserve the premises for days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement.

Should the owner accept this application the reservation fee will be credited towards the rent, however, should the application be refused the fee will be fully refundable.

If the applicant advises that he/she does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro rata amount of rent that would have been payable during the reservation period.

During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

Applicant Witness Date: Time:

ANNEXURE TO TENANCY APPLICATION

PART A

To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.

The completion of this annexure does not constitute an offer or acceptance.

Upon approval and acceptance of your application all monies must be paid in full by cash, bank or building society cheque or Australia Post money order.

PART B

YES / NO

(a) Have you ever been refused a property by any landlord or agent?

If yes, give details

(b) Have you ever been evicted from a rented property?

If yes, give details

(c) Do you owe money to another landlord or agent?

If yes, give details

(d) Are you aware of any circumstance that would affect your rental payment?

If yes, give details

(e) Were any deductions made from your rental bond at your last address?

If yes, give details

2. I the applicant hereby authorise you, as the agent to conduct any inquiries that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my application.

Applicants Signature Date

In the presence of Date

PRIVACY DISCLOSURE STATEMENT



OF
Aswek Pty Ltd A.C.N. 107 704 736
Trading as *ELDERS SOUTH WEST ROCKS*
12 Prince of Wales Avenue, South West Rocks
Phone: 02 6566 6666

We are an independently owned and operated business bound by the National Privacy Principles. We only 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 landlords or their letting agents, your current employer and your referees. We will also check to verify if any details of tenancy defaults by you are held on a tenancy default database. Your consent to us collecting this information is set out below.

We may disclose your personal information to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy including maintenance contractors and the landlord's insurers. If you so request we may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer at the above address. If you do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Consent

I, the applicant acknowledge that I have read the Privacy Notice of Aswek Pty Ltd trading as Elders Real Estate South West Rocks I authorise Elders South West Rocks to collect information about me from:

1. My current and previous letting agents and/or landlords,
2. My personal referees, and
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Elders South West Rocks 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.

I authorise Elders South West Rocks to disclose information it collects about me to the owner of the property, even if the owner does not reside in Australia.

I also authorise Elders South West Rocks, to disclose personal information and pass rental/credit assessment and references for the purposes of locating suitable premises to rent to other real estate agents/organisations, who make the request with a valid disclosure and my consent.

I also authorise Elders South West Rocks to refer my details to:

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Service providers relevant to the tenancy relationship e.g. maintenance contractors
- Utilities (to arrange connection or transfer of telephone, gas, electricity, etc.)

Signed: _____ Date: ____/____/____
(Applicant)

PRIVACY DISCLOSURE STATEMENT



NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification which totals 100 points.

Please note: If self employed, proof of income upon submission is required by way of bank statements, accountants' letter or group certificate.

RENT LEDGER OR LAST 4 RENT RECEIPTS	50 POINTS
DRIVERS LICENCE OR PROOF OF AGE CARD	30 POINTS
PASSPORT	30 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
COPY OF <u>RECENT</u> TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY, GAS, CREDIT CARD OR BANK STATEMENT	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
PENSION CARD	10 POINTS
HEALTH CARE CARD	10 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

On approval of application all rental and bond payments MUST be paid in full by CASH, CHEQUE OR MONEY ORDER

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be accepted for process.