



ELDERS REAL ESTATE LIDCOMBE

Address: 1A BRIDGE STREET, LIDCOMBE

PH: (02) 9649 1288 FAX: (02) 9649 1918

Website: www.elders.com.au/lidcombe

E-mail: lidcombere@elders.com.au

ACN 105 194 830

ELDERS LIDCOMBE WILL NOT CONSIDER ANY APPLICATIONS WITHOUT PROOF OF IDENTIFICATION AND SUPPORTING DOCUMENTS SUCH AS -

- Copy of Driver License OR Passport OR Photo Identification
- Current Rent Ledger/Rent Book (Rent Payment Record)
- Confirmation of Employment/Income Statement
- Latest Electricity or Gas Account
- Current Vehicle Registration
- Recent Bank Statement
- Citizenship Certificate
- Birth Certificate
- Medicare Card

(PLEASE BRING YOUR PHOTOCOPIED DOCUMENTS WITH YOUR APPLICATION FORM WHEN YOU SUBMIT IT IN OUR OFFICE. OTHERWISE, \$0.20 PER PAGE FOR PHOTOCOPY SERVICE WILL BE APPLIED.)

PROCESSING AND APPLICATION ACCEPTANCE/NON-ACCEPTANCE

Your application will be processed with the information provided and put to the landlord for their acceptance or non-acceptance. **No reason will be disclosed for non-acceptance of application.** Should your application be accepted and you accept, you will at that time be bound to the terms of the rent, agreed starting date and term of the lease. We may not contact you if your application has not been accepted. You may contact us for an answer should you not hear from us.

What is payable when you sign a tenancy agreement?

BOND: The equivalent of 4 weeks rent for the property (Extra bond may require for furnished property)
LEASING FEE: A lease preparation fee of \$15.00 is payable when the lease is signed.
RENT IN ADVANCE: 2 weeks rent in advance is payable when the lease is signed.

TO ARRANGE CONNECTION OF YOUR UTILITIES (ELECTRICITY, GAS ETC), FILL OUT THE DIRECT CONNECTION SECTION IN THIS DOCUMENT. WE WILL SEND OFF THE INFORMATION TO DIRECT CONNECT, THEN THEY WILL CALL YOU TO PROVIDE YOU WITH A FREE CONNECTION SERVICE.

Residential Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term? Years Months Weekly Rent \$

4. How many tenants will occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

FIRST APPLICANT

Given Name/s Surname

Date of Birth Driver's licence number

Driver's licence expiry date & State Vehicle Registration Number

Home phone no. Mobile phone no.

Work phone no. Fax no.

What is your current address?

 Postcode

Name of Present or Last landlord / agent

How long have you lived at your current address

Landlord/agent's phone no. Weekly Rent Paid \$

What is your occupation?

Employer's name (inc. accountant if self employed or institution if student)

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

Employer's address

 Postcode

Contact name Phone no.

Length of employment Years Months Net Income \$

SECOND APPLICANT

Given Name/s Surname

Date of Birth Driver's licence number

Driver's licence expiry date & State Vehicle Registration Number

Home phone no. Mobile phone no.

Work phone no. Fax no.

What is your current address?

 Postcode

Name of Present or Last landlord / agent

How long have you lived at your current address

Landlord/agent's phone no. Weekly Rent Paid \$

What is your occupation?

Employer's name (inc. accountant if self employed or institution if student)

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

Employer's address

 Postcode

Contact name Phone no.

Length of employment Years Months Net Income \$

C. PETS

Yes / No – Details (e.g. Dog-Labrador):

Does the pet(s) come inside? Yes / No
 (If this question is not answered, we will assume you have NO PETS.)

G. CONTACTS/REFERENCES

First Applicant

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

Address

Second Applicant

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

Address

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect

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 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 have not opted 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/d we/d disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even 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 receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. 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

PO Box 1519, Box Hill, Victoria 3128. P: 1300 884 715 F: 1300 884 185. www.directconnect.com.au

I. TENANT PRIVACY STATEMENT

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers, Elders Real Estate Lidcombe collects personal information about you. You can ask for access to the personal information we have about you by contacting us via:

Address: 1a Bridge Street, Lidcombe NSW 2141

Telephone: (02) 9549 1288

Facsimile: (02) 9549 1918

Email: lidcombere@elders.com.au

PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's Lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents and Landlords

SECONDARY PURPOSES

We also collect your personal information to use and disclose to

- Enable us, or the Landlord's lawyers, to prepare the lease/ tenancy documents for the premises
- Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Mercantile Agents / Lawyers (where default / enforcement action is required)
- Refer to Landlord's Insurer's
- Report your conduct as a tenant on the National Tenancy Database (ntd)

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our clients, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

Print Name

Applicant Signature

Date

OFFICE USE ONLY

Residential Tenancy Agreement To Be Signed on
 at am / Pm

Rental Bond (4 weeks rent): \$

First payment of rent in advance (2 weeks rent) \$

Tenants share of cost of preparing tenancy agreement: **\$15.00**

Sub Total \$

Less: deduct Deposit/ Reservation Fee (see below) \$

Amount payable on signing tenancy agreement
 (bank cheque or money order only) \$

NOTICE
 Section 36 of the Property, Stock and Business Agents Act NSW 2002, and Regulations 2003, provides the applicant the right to review an itemised account of amount of reservation fee retained and the right to refer such matters to the Real Estate Services within 28 days of the date that the itemised account was issued.

APPLICATION
 I, the applicant, hereby apply for approval by the owner of the premises referred to in this form for becoming the tenant at these premises and hereby agree to the terms and conditions contained in this form and on the Residential Tenancy Agreement to be drawn up by the owner's real estate agent.

RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

It is hereby acknowledged:
 1. That should the owner accept this application, the reservation fee will be paid towards the rent for the premises.
 2. That should the applicant decide not to proceed, the owner may retain so much of the reservation fee from the applicant on a pro-rata basis:

I wish to become a tenant at the property mentioned in this application. I, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the information contained in this application for tenancy is true and correct and given of my own free will. I wish to become a tenant at the property mentioned in this application for a period of weeks, at a rental of \$ and pay a rental bond by Bank Cheque or Money Order or as requested upon signing of a Residential Tenancy agreement

Applicant Signature Date

Real Estate Agents Signature Date

OFFICE USE ONLY

Date Application approved
 Day Month Year
 Agreed Weekly Rent
 \$

Request From the Tenants:

