# **BOARDING HOUSE APPLICATION FORM ONLY**



Real Estate Blacktown Elders Real Estate Blacktown Shop 3, 1 Aldgate Street, Prospect NSW 2148 Telephone: 02 9631 8222 Fax: 02 9636 6919 Email: <u>rentals@eldersblacktown.com.au</u> (FILE MUST BE ZIPP) | Website: <u>www.eldersblacktown.com.au</u>

In order for us to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed. I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own free will. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

My Name is (Name of Applicant) \_\_\_\_\_\_

Declare the following;

- 1. I inspected Board House at \_\_\_\_\_\_ on the \_\_\_\_\_\_
- 2. I wish to apply to lease the boarding house for a period of \_\_\_\_\_\_ months commencing on \_\_\_\_\_\_
- 3. I agree that the fee is \$\_\_\_\_\_ per week/fortnight/month & that the security deposit of 2 weeks lease fee \$\_\_\_\_\_
- 4. I the applicant/s declare that I am are not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I/We am/are not paying off any previous rental debt.
- 5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
- 6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reasons for such rejection. I also agree that I/we will not raise any objections for not being provided a reason for any rejection of this application.
- 7. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- 8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by or internet transfer (NO CASH) or bank cheque. I understand and agree my application is based on payment by direct debit from my account to be nominated to the agent at the time of signing the Boarding House Agreement
- 9. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above
- **10.** I agree that I will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
- **11.** I agree to provide & supply to agent photocopies of all required documentations for their records.
- 12. I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Board House Agreement, and be bound by the boarding house rules of the Boarding House Agreement.

**Applicants Signature:** 

Date:

### OUR PROPERTY MANAGEMENT DEPARTMENT ARE OPEN MONDAY TO FRIDAY 8.30AM – 5.30PM & SATURDAY 9AM-4.00PM

PLEASE SUPPLY YOUR OWN 100 POINTS PHOTOS COPIES OF ID. SHOULD YOU WISH FOR US TO COPY \$1.00 PER PAGE.

**Tenancy Application Form** For your application to be processed you must answer all questions (Including the reverse side)

A. AGENT DETAILS:	D. CONNECTING YOUR U TILITIES HAS NEVER BEEN EASIER
Elders Real Estate Blacktown Address: Shop 3, 1 Aldgate Street, (Cnr Blacktown Rd)	This is a free service that connects all your utilities
(Prospect village) Prospect NSW 2148	Direct Connect
Telephone:         02 9631 8222         Fax: 02 9636 6919           Email:         rentals@eldersblacktown.com.au	Once we have received this application we will call you to
Website: www.eldersblacktown.com.au	confirm your details.
B. PROPERTY 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 one stop utility connection service. This is a completely free service provided for your convenience that will save you
1. What is the address of the property you would like to rent?	hours of time. Both Direct Connect and your Agent may receive a commission for a successful connection.
	Please tick utilities as required         Electricity       Gas         Phone       Internet
Postcode	Pay T.V. Insurance Removals Cleaning
Rental Fee	SIGNATURE:DATE:
\$ Per Week \$ Per Month	P: 1300 664 715 F: 1300 664 185 W: <u>www.directconnect.com.au</u>
2. Agreement commencement date?	
Day Month Year	E. PAYING RENT: We prefer payment of rent from your Bank Account or by Credit / Debit Card Simply Complete below
3. Lease term?	
Years Months	
4. How many people will normally occupy the property?	DIRECT DEBIT
Adults Children Child Age/s	
C. PERSONAL DETAILS	We accept         Account         Image: Count         Image: Count
5. Please give us your details Mr Ms Miss Miss Mrs	
Last Name First Name	Next Rent Payment Due:       ///         Rent Frequency:       Weekly □       Fortnightly □       Monthly □
	Rent Frequency: Weekly Fortnightly Monthly 1. Pay rent by Credit / Debit Card:
	Card Number:
Date of Birth Driver's Licence Number	
Driver's Licence Expiry Date Driver's Licence state	Name on Card: Expiry:/
	I am aware of the convenience fee of 1.76% (incl GST) for Credit Card payments of
Passport no. Passport country	the transaction value in accordance with this Tenant Registration 1 understand that this arrangement will remain in place until such time as it is cancelled by me in
	writing at least 30 days notification.
Pension no. (If applicable) Pension type (if applicable)	<b>OR 2.</b> Pay rent by Bank Account – Direct Debit Request: I/we request that moneys due in terms of the repayment arrangements covered by
	this document, be drawn by Silver Realty Pty Limited Trading As Elders Real Estate
	Blacktown (User ID 24451445) under the Direct Debiting System from my/our account stated below. I/we acknowledge that this Direct Debiting arrangement is
6. PLEASE PROVIDE YOUR CONTACT DETAILS	governed by the terms of the Direct Debit Service Agreement received from you.
Home phone no. Mobile phone no.	Financial Institution: Branch:
	Account Name:
Work phone no. Fax no.	
	BSB Account No Monthly C
Email address	
	DECLARATION: I/We Full Name Applicant/s:
	Request and authorise Silver Realty Pty Limited Trading As Elders Real Estate Blacktown and User Id 24451445 to arrange, through its own financial institution, a
7. What is your current address?	debit to your nominated account any amount Silver Realty Pty Limited Trading As
	Elders Real Estate Blacktown has deemed payable by <i>you.</i> This debit or charge will be made through the Bulk Electronic Clearing System
	(BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request
8. How long have you lived in your current address?	Service Agreement.
Years   Months	Acknowledgement: By signing and/or providing us with a valid instruction in
HOW DID YOU FIND OUT ABOUT US	respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Silver Realty Pty
° The internet	Limited Trading As Elders Real Estate Blacktown as set out in this Request and in
<ul> <li>Signboard at the property</li> <li>Office window</li> </ul>	your Direct Debit Request Service Agreement.
° Referral	Account Holder Signature/s Date:
Other (please specify)	

E. A	PPLICANT HISTORY				2. Surname	G	iven name/s
9.	Why are you leaving this address?						
10.	Landlord/Agent details of this proper Name of landlord or agent	ty (if applicable	2)		Relationship to you	Phon	e no.
				H.	OTHER INFORMATION		
	Landlord/agent's phone no.	Weekly rent	paid		Car Registration		
		\$					
11. \	What was your previous residential ad	dress?		18	Please provide details of any p	oots:	
					Breed / type		gistration / number
					1.	countente	
		POS	tcode		2.		
12.	How long did you live at this address?	,					
13.	Landlord/Agent details of this proper	ty (if applicable			Are you a smoker (please tick) PAYMENT DETAILS		Yes No
	Name of landlord or agent	cy (ii applicable	-/		OPERTY DETAIL		
					<u> </u>		
	Phone number (business hours)	Weekly ren	t paid	L	\$ Per week	5	Ś
		\$			DEPOSIT BOND (4 WEEKS)		\$
	Was bond refunded in full?	If not why r	ot?	FIR	ST2 WKS PAYMENT IN ADVAN	ICE SUB – TOTAL	\$
		( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )					ć
-				LES	SS: DEDUCT RESERVATION FEE	(see below)	\$
	EMPLOYMENT HISTORY ase provide your employment details -	- What is your	occupation?		AMOUNT PAYABLE ( Boarding H	ON SIGNING Iouse Agreement	\$
				For	r security and insurance reaso	ns. Fiders Real Estat	e Blacktown has a cash
	What is the nature of your employme	nt?			e policy. <u>NO CASH ACCEPTER</u>		
	(FULL TIME/PART TIME/CASUAL)				ning the Residential Tenancy RD, BANK CHEQUE, MONEY O	•	in the form of CREDIT
	Employer's name (inc. accountant if se	elf employed o	r institution if a student)				
				-	<b>RESERVATION</b> mplete this section if you wish to	reserve the property	for the period of time:-
	Employer's address				RESERVATION FEE		TION PERIOD
					\$		DAYS
		Pos	tcode		The levelle of a feature device	L	
	Contact name	Phone numbe	er (business hours)	The	The landlord's Agent underta premises will not be let d		on period, pending the
					reement of the Residential Tena e whole fee will be refunded if		ot decide to enter into a
				res	idential Tenancy Agreement for	the premises fort he	reservation period.
	Length of employment	7	Net income?	1 1	e whole fee will be refunded if ervation period) repairs or othe		
	Years	Months	\$	1 1	esidential Tenancy Agreement he applicant decides not to ent	or into a racidantial	Tonongy agreement and
14.	Please provide your previous employ	ment details –	Occupation?	the	premises are not let or other	wise occupied during	the reservation period,
				1 1	e landlord may retain the portion we been paid during the reservation and the reservation of the language structure to the second s		•
	Employer's name:			but	t must refund the remainder.		
					residential Tenancy Agreemen vards rent for the premises.	t is entered into, the	fee is to be contributed
	Length of employment		Net income?		Signature		Date
			\$		х		
G.	CONTACTS / REFERENCES	Months		10	0 POINTS OF IDENTIFICAT	TION MUST HAVE	*
15.	Please provide a contact in case of em	• •					
	Surname	Give	n name/s		PASSPORT/ DRIVERS LICER		30 POINTS EACH *
					TENANCY LEDGER/ COPY (	OF LEASE	20 POINTS
	Relationship to you	Phor	e no.		PREVIOUS (4) RENT RECEI	PTS	20 POINTS
					MOTOR VEHICALE REGEST	RATION	15 POINTS
16.	Please provide 2 personal references	(not related to	you)		TELEPHONE/GAS/ELECTRI	<b>CITY ACCT</b>	15 POINTS
	1. Surname	Giv	en name/s		BANK CARD/VISA/MASTE	R CARD	15 POINT
					PENSION CARD/HEALTH C	ARE CARD	15 POINTS
	Relationship to you	Pho	ne no.		COUNCIL/WATER RATES		15 POINTS
					PAYSLIP/ GROUP CERTIFIC	ATE	15 POINTS *
	L						

	ERSONAL DETAILS (CONTINUED FROM SECTIO	DN (					
	as your tenancy ever been terminated by a land			agent	?		
				-			
	Yes No						
1 1	es, please provide details.						
22. <b>H</b>	ave you ever been refused a property by a landle	ora	or a	gent	•		
	Yes No						
Ify	ves, please provide details.						
+							
23. A	re you in debt to another landlord or agent?						
.r	Yes No						
	ves, please provide details.						
24. <b>H</b>	ave any deductions ever been made from your r	ent	al bo	ond?			
	Yes No						
lfy	ves, please provide details.						
-							
25. Is	there any reason known to you that will affect y	/ou	r fut	ure re	enta	ıl	
paym	ent?						
	Yes No						
lfy	res, please provide details.						
ΙĹ							
∟   la	cknowledge that the landlord and landlord's age	nt ۱	will r	ely	on t	the	truth
	cknowledge that the landlord and landlord's age the above answers in assessing the application fo			-	on t	the	truth
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AC	ccepted Rejected
<u>TIC</u>	CA checked Details- Attached print outs Yes No
<u>RP</u>	Date checked Details- Attached print outs Yes No
Res	sults No information found
	Comments:
Info	ormation found
	Comments:
L	DECLARATION
	ers Real Estate Blacktown are committed to respecting the privacy of the rsonal information it collects to carry on its business; and to complying with the
we infc suit per con to i you em trac age Nat priv oth Ltd hist who Age dire NTI will per	Interim and activities as Estate agents and Property managers. Any information collect about you will be made available to you at your request. This ormation collected in this Tenancy Application form is required to assess your tability to lease the premises. To do this, it is necessary to disclose your resonal information to others. We are unable to so without your knowledge and test. The people and organisations we may disclose your personal information include the proposed landlord and their legal representatives and mortgagee, ar current and previous landlord, your bank, your current and previous ployer, your referees, your emergency contact, maintenance and despeople, rental bond authorities, residential tenancy tribunals, collection ents, other Estate Agents, utilities (gas, electricity, water, phone), and the tional tenancy Database Pty Ltd ("NTD"). NTD must also comply with the vacy Act. NTD collects personal information to provide to its members and ter (including licensed Estate Agents, NTD's parent company, Collection House and its subsidiaries or related entities, and credit bureaus). NTD collects torical tenancy and public record information on individuals and companies o lease residential and commercial property from or through licensed Estate ent members of NTD.NTD also provides credit information on companies and ectors applying for commercial leases. <b>Elders Real Estate Blacktown</b> will advise D of your conduct throughout the team of your tenancy and that information I form part of your tenant history. If you do not consent to the handling of your sonal information in the manner described, we will not be able to process your olication.
abc infc No. 214 If se disc con neit or f will frar sen (N.I terr con ack be pro <b>PRI</b> Cor Priv	ou have any questions or feedback about privacy or wish to make a complaint but the way in which <b>Elders Real Estate Blacktown</b> has handled your personal prmation, please contact us by writing to <b>Elders Real Estate Blacktown</b> , <b>Shop 3</b> , . <b>1 Cnr. Blacktown Road &amp; Aldgate Street</b> , ( <b>Prospect Village</b> ), <b>Prospect NSW</b> <b>48</b> ; or by phoning <b>02 9631 8222</b> or email <u>rentals@eldersblacktown.com.au</u> ection 5 is complete I consent to Fast Connect arranging for the connection and connection of the nominated home services and to providing information ntained in this application to the service providers for this purpose. I agree that ther Direct Connect nor the Agent accepts liability for loss caused by delay in, failure to connect/disconnect or provide the nominated services. The service I be activated according to the applicable regulations, service provider time mes and terms and conditions once the client has agreed to use the chosen vice provider. I authorise the obtaining of a National Metering Identifier M.I.] on my residential address to obtain supply details. I acknowledge that ther snections may incur additional service fees from service providers. I snowledge that Direct Connect will be paid a fee by the service provider and will paying a fee to the agent in respect of the provision of the service being vided to me by Fast Connect. <b>IVACY POLICY:</b> the privacy of our customers is of vital importance to Direct nect. You have the right to access our records of your information under the vacy Act. We will not release your personal information to nay third party other
	In for the purpose of connecting the nominated utility service, unless required do so under law or government order.
	Signature Date

NOTE:	identificatio	on is require	ed for us	to process th	ne appli	catior	. Please	e provi	de a
drivers	license or	passport of	or other	information	which	can p	rovide	name	and
current	t address								

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## PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. Member Name: Silver Realty Pty Limited Trading as Elders Real Estate Blacktown

Address: Shop 3, 1 Aldgate St, Prospect NSW 2148 Ph: 02 9631 8222 Fax: 02 9636 6919

Email: rentals@eldersblacktown.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

#### PRIMARY PURPOSE

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to

• The Lessor/ Owners for approval or rejection of your application

• TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.

• Referees to validate information supplied in your application

• Other Real Estate Agents to assess the risk to our clients

#### SECONDARY PURPOSE

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and affiliated industries.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

#### **TICA STATEMENT**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group property of identity will be required and can be made by any of

Phone: 190 222 0346 calls are charged at \$5.45 per minutes including GST (higher from mobile or pay phone) Mail: TICA public Inquiry P O Box 120, Concord NSW 2134 a fee of \$14.30

#### PRIMARY PURPOSE

the following ways;

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

#### FURTHER INFORMATION ABOUT TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant				
Signature:	Print Name:			
Date:				