

Tenancy Application Form

For your application to be processed you must answer all questions (including the next 3 pages)



A. AGENT DETAILS

Award Group Real Estate
1033 Victoria Road, West Ryde NSW 2114
Ph: (02) 9808 1199 Fax: (02) 9874 2299
Email: rentals@awardgroup.com.au
Web: www.awardgroup.com.au

Property Manager

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

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

C. PERSONAL DETAILS

5. Please give us your details
Mr Ms Miss Mrs Other

Surname

Given Names

Date of Birth Drivers License Number

Drivers License expiry date Drivers License state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

How did you find out about this property?

- Newspaper The Internet Local Paper
 Office Office window Signboard at property
Referral Other (specify)

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 T.V. 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 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 664 715 F: 1300 664 185 www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the next 3 page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with TRA (Trading Reference Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature:

Date:

F. APPLICANT HISTORY

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

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?
 Years Months

13. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$
 Was bond refunded in full? If not why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details
 What is your occupation?

 What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)
 Employer's name (inc. accountant if self employed or institution if a student)

 Employer's address

 Postcode
 Contact name Phone no.
 Length of employment Years Months Net income? \$

15. Please provide your previous employment details
 Occupation?

 Employer's name

 Length of employment Years Months Net income? \$
 Contact Name Phone no.

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency.
 Surname Given Names
 Relationship to you Phone Number

17. Please provide two personal references (not related to you)
 1. Surname Given name/s
 Relationship to you Phone no.
 2. Surname Given name/s
 Relationship to you Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:
 Breed / type Council registration / number
 1.
 2.

J. PAYMENT DETAILS

Property rental
 \$ Per week \$ Per Month

First payment of rent in advance \$

Rental bond (4 weeks rent) \$

Sub Total \$

Less: Holding deposit (see below) \$

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

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
 (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
 and
 (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
 and
 (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
 (v) The whole of the fee will be refunded to the prospective tenant if:
 (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of the Landlords agent Date
 Signature of Applicant Date

100 POINT CHECK LIST

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification, proof of income and a copy of a recent bank statement.

You will need to reach 100 points for identification.

Should you have any difficulties in providing these details please speak to our office staff prior to completing this application.

DRIVERS LICENCE or PASSPORT	# 25 POINTS
REFERENCE FROM PREVIOUS LANDLORD/AGENT	# 25 POINTS
LAST 4 RENT RECEIPTS or RENT LEDGER	# 20 POINTS
RECENT PROOF OF INCOME (PAY SLIP)	# 15 POINTS
MOTOR VEHICLE REGISTRATION	# 15 POINTS
COUNCIL RATES NOTICE	# 15 POINTS
ELECTRICITY / TELEPHONE / GAS ACCOUNT	# 10 POINTS
COPY OF CREDIT CARD or BANK CARD	# 10 POINTS
MEDICARE CARD	# 10 POINTS

If you are unable to meet the 100 check points, please speak to the Property Manager

All applicants for tenancy are referred to a Tenancy Database Company for confirmation of details supplied.

A Holding Fee will not be accepted until your application has been approved by the Landlord

AGENT DECLARATION

I / We, NRJ Services Pty Limited trading as Award Group Real Estate the Real Estate Agents, acting for the owner of the above premises acknowledge receipt of the above application and agree:

- i) to reserve the premises for the period in accordance with the conditions stated above and only if the Application and Holding Fee has been accepted by the landlord and the Holding Fee has been paid by the applicant,
- ii) that once the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the premises.

Agency Name:- Award Group Real Estate

Agency Phone:- (02) 9808 1199

Agency Fax:- (02) 9874 2299

Address Property Applied For

Suburb **State** **Post Code**

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 with the current legislation, 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 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, Landlords, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications 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 and I hereby consent to such use and disclosure of that information for that reason. 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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