

# Residential Tenancy Application

For your application to be processed you must  
answer all questions on all 4 pages



**Award Group Real Estate**  
1033 Victoria Road,  
West Ryde NSW 2114  
Ph: (02) 9808 1199  
Fax: (02) 9874 2299  
[rentals@awardgroup.com.au](mailto:rentals@awardgroup.com.au)  
[www.awardgroup.com.au](http://www.awardgroup.com.au)

## A. RENTAL PROPERTY DETAILS

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

Lease commencement date?			Lease Term?		How many people will normally occupy the property?		I have inspected this property	
Day	Month	Year	Years	Months	Adults	Children	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## B. PERSONAL DETAILS

### APPLICANT 1

1. Please give us your details

Mr	<input type="text"/>	Ms	<input type="text"/>	Miss	<input type="text"/>	Mrs	<input type="text"/>	Dr	<input type="text"/>
Surname			Given name/s						
<input type="text"/>			<input type="text"/>						
Date of Birth		Are you a Smoker		Car registration no. & State					
<input type="text"/>		<input type="text"/>		<input type="text"/>					
Drivers licence/Passport no.		Licence state/ Passport country			Expiry Date				
<input type="text"/>		<input type="text"/>			<input type="text"/>				
Pension/Medicare no. (if applicable)			Pension type (if applicable)						
<input type="text"/>			<input type="text"/>						
Home phone no.			Mobile phone no.						
<input type="text"/>			<input type="text"/>						
Work phone no.		Email address							
<input type="text"/>		<input type="text"/>							

## C. APPLICANT HISTORY

2. What is your current address?

How long have you lived at your current address?

<input type="text"/>	Years	<input type="text"/>	Months
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Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	<input type="text"/>

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	<input type="text"/>

How long did you live at this address? Was Bond refunded in full?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Why did you leave this address?

## B. PERSONAL DETAILS

### APPLICANT 2

1. Please give us your details

Mr	<input type="text"/>	Ms	<input type="text"/>	Miss	<input type="text"/>	Mrs	<input type="text"/>	Dr	<input type="text"/>
Surname			Given name/s						
<input type="text"/>			<input type="text"/>						
Date of Birth		Are you a Smoker		Car registration no. & State					
<input type="text"/>		<input type="text"/>		<input type="text"/>					
Drivers licence/Passport no.		Licence state/ Passport country			Expiry Date				
<input type="text"/>		<input type="text"/>			<input type="text"/>				
Pension/Medicare no. (if applicable)			Pension type (if applicable)						
<input type="text"/>			<input type="text"/>						
Home phone no.			Mobile phone no.						
<input type="text"/>			<input type="text"/>						
Work phone no.		Email address							
<input type="text"/>		<input type="text"/>							

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How long did you live at this address? Was Bond refunded in full?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Why did you leave this address?

## D. EMPLOYMENT HISTORY

### APPLICANT 1

#### 4. Please provide your employment details

What is your occupation? Full Time/Part Time/Casual?

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

Employer's address

Contact name

Phone no.

Length of employment

Weekly income

|

Years

|

Months

\$

#### 5. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Weekly income

|

Years

|

Months

\$

## E. EMERGENCY CONTACTS

### 6. Contact in case of an emergency (not residing with you)

#### 1. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

#### 2. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

## F. REFERENCES

### 7. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

#### 1. Surname

Given name/s

Home no.

Work/mobile

#### 2. Surname

Given name/s

Home no.

Work/mobile

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### APPLICANT 2

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Length of employment

Weekly income

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Years

|

Months

\$

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Employer's name

Contact name

Phone no.

Length of employment

Weekly income

|

Years

|

Months

\$

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#### 1. Surname

Given name/s

Home no.

Work/mobile

#### 2. Surname

Given name/s

Home no.

Work/mobile

## G. 100 POINTS CHECK

### APPLICANT 1

8. Please provide copies of the following documentation with your application.  
 - A minimum of 100 Check Points is required for each applicant.  
 - Points must be made up of sections A, B, C and D as shown.

#### A) Proof of Identity (30 points)

You must provide at least one of the following:

- Drivers License or
- Passport or
- Birth Certificate + Photo ID

30 Points

Please Tick

☒

#### B) Proof of Income (30 points)

You must provide at least one of the following:

- Last Pay Advice or
- Current Centrelink Statement or
- Current Bank Statement

30 Points

☐

(Must show sufficient funds to meet rental payments)

#### C) Rental Ledger (30 points)

(Must be provided if currently renting)

- Current Rental Ledger (from Agent)

30 Points

☐

#### D) Other supporting documentation (30 points)

- Last 2 rent receipts
- Two written references
- Recent rates notice
- Vehicle registration papers
- Current Electricity / Phone Account
- Vehicle registration papers
- Recent Bank Statement

20 Points

20 Points

20 Points

10 Points

10 Points

10 Points

10 Points

**TOTAL POINTS**

(Minimum of 100 points required)

Please NOTE: If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

### APPLICANT 2

8. Please provide copies of the following documentation with your application.  
 - A minimum of 100 Check Points is required for each applicant.  
 - Points must be made up of sections A, B, C and D as shown.

#### A) Proof of Identity (30 points)

You must provide at least one of the following:

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30 Points

☐

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- Last 2 rent receipts
- Two written references
- Recent rates notice
- Vehicle registration papers
- Current Electricity / Phone Account
- Vehicle registration papers
- Recent Bank Statement

20 Points

20 Points

20 Points

10 Points

10 Points

10 Points

10 Points

**TOTAL POINTS**

(Minimum of 100 points required)

Please NOTE: If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

## H. OTHER INFORMATION

### 9. Full names and ages of all OTHER persons who will reside at the property

Names	Ages	Are they a smoker
1.		Y / N
2.		Y / N
3.		Y / N
4.		Y / N

### 10. Please provide details of any pets

Breed/type	Council registration number
1.	
2.	

### 11. Registration, make & model of all vehicles permanently kept at the property

1.
2.

### 12. Do you have any requests you wish to negotiate as part of this tenancy application

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## I. PAYMENT DETAILS

### Property rental

\$  Per week

First payment of rent in advance of **2 weeks rent**

\$

Rental bond equivalent to **4 weeks rent**

\$

Sub total (payable before possession of property)

\$

**Payment Method:** ☐ Direct Deposit or Internet Banking ☐ Cheque or Money Order

- **Cheques** are to be made payable to AWARD GROUP REAL ESTATE TRUST ACCOUNT
- **Bond bank cheques** made payable to THE RENTAL BOND BOARD

## J. APPLICATION

I, the applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions set out in this form and in the Residential Tenancy Agreement to be drawn up by the owners Agent.

## K. HOLDING DEPOSIT

**I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks' rent within 24 hours of my application being approved.**

**Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.**

HOLDING DEPOSIT \$  One (1) weeks' rent

- (a) Once the Holding Deposit has been paid, the Landlord undertakes not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- (b) The holding fee may be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- (c) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.
- (d) Despite sections (b) and (c) the holding deposit must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (e) The Holding Deposit will be banked into a Trust Account and any refund given will be by way of Electronic Funds Transfer.

## L. DECLARATION

### TERMS & CONDITIONS

I hereby offer to rent the property from the owner/landlord under a Residential Tenancy Agreement to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section I.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with that organisation. I authorise this agent to provide any information about me to this database for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default database until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent.

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 organisations/tradespeople to contact me
- (d) facilitate the sale of the property should it be placed on the market
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## M. PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

The Applicant has the right to request access to any personal information held by the agent which relates to them, unless the Agent is permitted by law to withhold that information. Any requests for the access to the Applicant's information should be made in writing to the Agent at the contact details included in this Application.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, unauthorised access, modification or disclosure.

By signing this Application, the applicant acknowledges that it has read, understands and accepts the terms of this Privacy Statement and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Privacy Act, their personal information for the purposes specified in this Privacy Policy and the TICA Privacy Disclosure Form.

## N. AGENT DECLARATION

NRJ Services Pty Limited trading as Award Group Real Estate, the Real Estate Agents acting for the Landlord 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.

## FREE Utilities Connection

**myconnect**

MyConnect is a FREE and easy-to-use utility connection service

Phone: 1300 854 478  
Fax: 1300 854 479  
Email: [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)  
Web: [www.myconnect.com.au](http://www.myconnect.com.au)

Please select the utilities required:

☐

Gas

☐

Electricity

☐

Phone

☐

Internet

☐

Pay TV

If this section is complete, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian 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. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### 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 and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people 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 and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### 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 Australian 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 Australian 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 proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. Full details about TICA's Privacy Policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies.

### TICA Primary Purpose

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.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



#### TICA PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120  
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379