

## Tenancy Application Information

The following information must be provided with your application. We are unable to process your application until this information is received.

- Drivers Licence or photo identification
- Passport (if you do not have a drivers licence OR if you are not an Australian resident;
- Non Residents must provide a copy of their Immigration Visa.
- Copy of a utility bill (gas, water, phone etc) showing your current address; (not required if you provide a current tenant ledger and or the front page of your lease agreement).
- Copy of your tenant ledger from your Real Estate Agent (if you are renting through an agent this must be provided).
- 2 Pay slips or bank statement.
- Copy of lease agreement and tenant rental ledger.
- Your bank details to set up Direct Debit with our office. (Direct Debit is the preferred facility we offer as a way of paying your rent)

***You may email the above documents in PDF format to [rentals@marriottlane.com.au](mailto:rentals@marriottlane.com.au) accompanied by your application form.***

**We are unable to process any applications from applicants who have not viewed the property prior to applying.**

# 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 / or 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or 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 / or 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 / or 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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and / or 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

Name of Referee 1: \_\_\_\_\_ Gender: M/F Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_

Name of Referee 2: \_\_\_\_\_ Gender: M/F Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, 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 and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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"

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 maybe contacted at the below address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

Date Inspected the Property: \_\_\_\_\_

Leasing Consultant: \_\_\_\_\_

**Tenancy Application Form**

***(Please read before completing. Any missing information could delay your application)***

Thank you for choosing Marriott Lane Real Estate. Please complete this application thoroughly so we can process it as quickly as possible. *Please note the following important points.*

1. This application must be accompanied by a copy of your Driver's Licence and Passport; if you are not an Australian Citizen you MUST provide a copy of your working visa and employment contract.
2. If there is more than one applicant, a separate Application Form is required for each applicant (over 18 years of age).
3. If the application is approved, you will be required to provide payment of your first rental instalment (typically 2 weeks rent in advance) plus your rental bond (4 weeks rent).

**RENTAL PROPERTY**

Property Address:
-------------------

**TENANCY REQUIREMENTS**

Length of Tenancy: (M)	Rent per week: \$	Commencement Date:
------------------------	-------------------	--------------------

**APPLICANT**

Full Name:	Email:	
Address:		
Phone: (h)	Work:	Mobile:

**OCCUPANCY DETAILS**

No. of occupants:	No. of Children (if any ages):	Pets & Type (if any):
-------------------	--------------------------------	-----------------------

**CURRENT RENTAL DETAILS**

Owner/Agent:	How long have you been there? (M)	Current Rent (weekly) \$
	Reason/s for leaving:	
	Landlord/Agent Phone:	

**PREVIOUS RENTAL DETAILS**

Previous Property Address:		
Owner/Agent:	How long did you live there? (M)	Rent (weekly) \$
	Landlord/Agent Phone:	

**CURRENT EMPLOYMENT**

Company Name:		
Manager:	Contact Number:	Your Position:
Length of Employment:	Net Income per week:	Full Time or Part/Time or Casual (please circle)

**PERSONAL DETAILS**

Date of Birth:	Driver Licence Number:	State of Issue:
Passport Number:	Country of Issue:	Working Visa: YES / NO
Smoker: YES / NO		

**IMPORTANT:** Where an applicant is not a Resident to Australia an ORIGINAL copy of a working visa and length of stay MUST be produced. Failure to provide this could result in your application not being processed.

**EMERGENCY CONTACT DETAILS**

Name:	Relationship:	Contact Phone:
-------	---------------	----------------

**RENTAL PAYMENTS**

Preferred payment frequency (please circle)	WEEKLY	FORTNIGHTLY	MONTHLY
---	--------	-------------	---------

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY**

Local Press	Signboard	Referral	Internet	Other: _____
-------------	-----------	----------	----------	--------------

**CONFIRMATION**

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition. YES NO
- If "NO", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

--

- I acknowledge that this is an application to rent this property and that my application is subject to the Landlords approval.
- I have had the opportunity to retain a copy of this application for my records.
- I consent to the information provided in this application being verified and any reference checks on tenancy databases being undertaken.

**APPLICATION**

I apply for approval to rent the premises referred to in this application. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months at a rent of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by direct deposit to Marriott Lane Real Estate upon request and before signing the Residential Tenancy Agreement. I acknowledge that for security reasons Marriott Lane Real Estate offices have a cash free policy.

**I agree I/We are to set up Direct Debit with Marriott Lane Real Estate and understand this is the only facility offered by Marriott Lane Real Estate as way of paying rent. I understand rent is to be always in advance in accordance with my Residential Tenancy Agreement.**

**STATEMENT OF COSTS**

Rental Bond (Equivalent to 4 weeks rent)	\$
Rent in advance (2 weeks rent)	\$
<b>TOTAL</b>	\$

**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 purposes 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 the 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 databases, other agents, tradespeople for the purpose of repairs and strata 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 to Marriott Lane Real Estate, we may not be able to process your application and manage the tenancy.

By signing this Application, I agree to all the terms and conditions within this application and the Privacy Conditions.

Applicant(s) Signature(s)	Date

Agents Signature	Date

## Direct Debit Request (DDR)

I/We authorize Marriott Lane Real Estate to arrange for funds to be debited from my/our nominated account via the Bulk Electronic Clearing System at the financial institution shown below according to the schedule specified below.

Please note, in the event of a rent increase, your Direct Debit amount will be updated to the new rental amount automatically.

Name(s)

New Rental Address   
  
 Postcode

Signature(s)

If debiting from a joint bank account, both signatures are required

Date

Financial Institution & Branch Address

BSB No.

Account Number   
 Account Name

Commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_

Please debit \$ \_\_\_\_\_ from the above account:

- Weekly – every Thursday
- Fortnightly – every second Thursday
- Monthly – 25<sup>th</sup> day of every month

**To activate your monthly Direct Debit, you will be required to be paid up to 25<sup>th</sup> day of that month**