



50 The Boulevard, STRATHFIELD NSW 2135  
Ph (02) 9747 1144 Fax (02) 9747 1774

65 Majors Bay Road, CONCORD NSW 2137  
Ph (02) 9743 1369 Fax (02) 9736 2002

25 Lyons Road DRUMMOYNE NSW 2047  
Ph (02) 9819 7244 Fax (02) 9181 3228

**100 POINT IDENTITY CHECK**

When making an application to lease a property with Devine Real Estate, you must provide us with copies of identification so we can verify your identity. The point system we use is similar to those used in financial institutions.

**Applications will NOT BE ACCEPTED until a minimum of 100 points have been provided.**

**Please tick the documents that you have provided copies of.**

Drivers Licence	40		Previous 2 Rental Receipts	20	
Passport and Visa	40		Previous Tenancy Reference	20	
Birth Certificate	30		Credit Card	10	
Other Photo ID	30		Telephone Account	10	
Student Card	30		Gas Account	10	
Medicare Card	20		Motor Vehicle Registration	10	
****Proof of Income****	20		Bank Statement	10	
Previous Tenancy Rental Ledger*	20		Electricity Account	10	

**\*NB: A tenant ledger MUST be provided if you are currently renting with a Real Estate agent and proof of income is mandatory in all cases.**

**A holding fee equal to one week's rent will only be accepted on prior approval from the landlord. This fee will only reserve the property for the agreed period and you will forfeit this payment, should you decide not to proceed or if the holding period is exceeded.**

**IF YOUR APPLICATION IS SUCCESSFUL, THE FOLLOWING IS REQUIRED TO BE PROVIDED UPON SIGNING OF THE LEASE:**

**Initial payments will only be accepted** in the form of a **money order or Bank cheque** (NOT a personal cheque) and these are to be made out to **Devine Real Estate** as the payee.

- **2 weeks rent in advance.** Rental amounts can be either FORTNIGHTLY or MONTHLY (if requested by the tenant) payments.  
\*This amount will be adjusted to coincide with your nominated payday, for example, if you commence your tenancy on a Wednesday and your payday is on a Thursday, you will be required to pay the 2 weeks rent PLUS 2 days rent, as your rent will be direct debited on the Friday.
- **An amount equal to 4 weeks rent as a Bond.**
- **The bond will be lodged with The Rental Bond Board (as required by the legislation).**
- **Bank Account and Bank details (one only) as ALL RENTAL MONIES AND SERVICE CHARGES ARE TO BE PAID BY DIRECT DEBIT from a single account.**

**PLEASE NOTE;**

You will be entering into a Residential Tenancy agreement. A breach of this agreement may result in your details being listed on a tenancy database in accordance with the Residential Tenancies Act.

**ALL APPLICATIONS ARE SUBJECT TO LANDLORD APPROVAL. IF YOUR APPLICATION IS UNSUCCESSFUL, WE WILL ENDEAVOUR TO NOTIFY YOU AS SOON AS POSSIBLE, HOWEVER A REASON WILL NOT BE PROVIDED AND YOUR APPLICATION WILL BE DESTROYED TO PROTECT YOUR PRIVACY.**

Signed and understood by all applicants \_\_\_\_\_

\_\_\_\_\_ Dated / /

# OFFICE USE ONLY.

<b>Tenancy Validation.</b> (if property owned, confirm ownership with RP Data or copy of rates etc)		
Reference given by:	Real Estate/Company:	Reference Contact Number:
Why are the tenants leaving?		Length of Tenancy:

Have the tenants always paid their rent on time?	Has there ever been any payments dishonour?
Have the tenants always kept the property clean and undamaged?	Have all the inspections been satisfactory?
How many inspections have been done?	Has there been any matter before the CTTT?
Will there be, or likely to be a claim on the Bond?	Would you rent another of your properties to these tenants?

Further Comments:

<b>Employment Validation.</b>		
Employer:	Contact Name:	Contact Number:
Net Income Per Week:	Period of Employment:	Full Time / Part Time / Casual
Comments:		

Number of Occupants	ADULTS x Children x (Aged between)		PETS.	Type: Breed:
100 Point check is correct.			Reference check date:	

Rental Ledger has been provided	TRA Certificate is available.
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Rental amount per week. \$	Lease term    6 months    12 Months
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Lease commencement date:	/ /	Direct Debit rental day:
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### OWNER HAS APPROVED THE FOLLOWING:

Material Facts Questionnaire completed with owner & Saved in File:					
Rent per week:	\$	Length of fixed term:	Start Date:	Number of occupants:	

Pets Approved:	Break Fee Clause:	Water Usage:	Copy of By-Laws:
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Special Requirements:	
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**APPROVED** by Landlord (Name) \_\_\_\_\_ Via Phone/Email/Fax on / /

**APPROVED** by Property Manager \_\_\_\_\_

Initial adjustment payment and bond checked by (prior to calling approved tenant) \_\_\_\_\_

# Residential Application Form

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



## A. AGENT DETAILS

### Devine Real Estate

**Address:** 50 The Boulevard, Strathfield NSW 2136  
65 Majors Bay Road, Concord NSW 2137  
25 Lyons Rd, Drummoyne NSW 2047  
**Phone:** 02 8080 RENT (7368)  
**Fax:** (02) 9747 1774  
**Email:** [tenancy@devinere.com.au](mailto:tenancy@devinere.com.au)  
**Web:** [www.devinere.com.au](http://www.devinere.com.au)

## B. PROPERTY DETAILS

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

Postcode

### 2. Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

	Years		Months
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### 4. How many tenants will occupy the property?

	Adults		Children
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Ages of Children

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## C. PERSONAL DETAILS

### 5. Please give us your details (circle one)

Mr      Ms      Miss      Mrs      Other \_\_\_\_\_

Surname      Given Name/s

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Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

### 6. Please provide your contact details

Home phone no.

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Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

7. Do you own your own property?    Yes     No

If Yes, what is your property address?

Postcode

8. What is your current address?

Postcode

## D. UTILITY CONNECTIONS

A free service – Connecting Your Utilities Has Never Been Easier

**connectnow**      Phone: 1300 554 323  
Fax: 1300 889 598  
Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

### Declaration:

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Call me to connect my utilities  Yes

Signature \_\_\_\_\_ Date / / ID: 7735

## 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 reverse side) 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

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Date

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## F. APPLICANT HISTORY

**9. How long have you lived at your current address?**

Years  Months

**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

**12. What was your previous residential address?**

Postcode

**13. How long did you live at this address?**

Years  Months

**14. 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**

**15. 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 student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years  Months

Net Income

\$

**16. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Years  Months

Net Income

\$

**H. CONTACTS/REFERENCES**

**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. Please provide 2 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**

**19. Car Registration**

**20. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**J. PAYMENT DETAILS**

**Property Rental**

\$  per week

I would like to pay the rent

FORTNIGHTLY (weekly rent x 2) OR

CALENDAR MONTHLY (weekly ÷ 7 x 365 ÷ 12)

Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Total Amount payable on signing tenancy agreement  
(bank cheque or money order only!)

\$

**NOTE: If you wish to bring your debit date in line with your pay day, you may wish to pay an adjustment to do this.**

**(To be discussed on approval)**

**K. IMPORTANT NOTICE:**

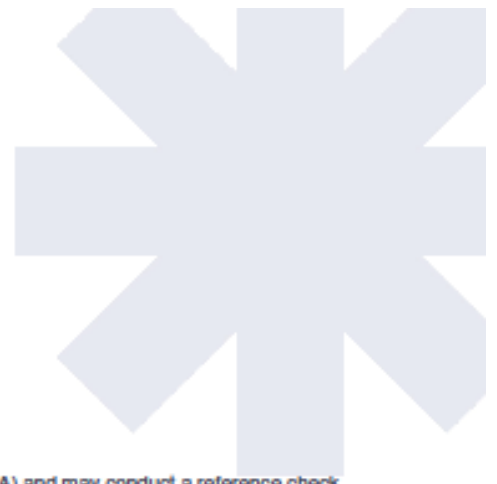
**ALL FORTNIGHTLY OR MONTHLY RENT PAYMENTS TO THIS OFFICE ARE VIA DIRECT DEBIT FROM A SINGLE BANK ACCOUNT ONLY! (NO EXCEPTIONS!)**

**PLEASE ENSURE THAT A COPY OF THE NOMINATED BANK ACCOUNT IS PROVIDED TO OUR OFFICE SO WE CAN VERIFY YOUR DETAILS!**

I, the Applicant, understand the above statement

Signature

Date



## 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 mistakes 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, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, 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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**AUTHORITY FORM**

For

**DEVINE REAL ESTATE**

50 The Boulevard, Strathfield

Telephone: 02 9747 1144

Fax: 02 9747 1774

Date.....

I ..... am currently living at ..... and hereby authorise you to give Devine Real Estate any information they may require relating to my tenancy, employment or credit history with you.

.....

(Name of Applicant)

.....

(Signature of Applicant)

**OFFICE USE ONLY**

Attention: \_\_\_\_\_

Fax Number: \_\_\_\_\_