

APPLICATION FOR TENANCY

PROPERTY: _____ Rent: \$ _____ Number of Occupants: _____

Commencement Date: ____ / ____ / ____

Lease Term Sought: 6 Months / 12 Months / Other _____

Personal Details: Mr / Mrs / Miss / Ms / Dr

Full Name: _____

Mobile: _____ Work: _____

Home: _____ Fax: _____

Email: _____

Date of Birth: __ / __ / __ No. of Children _____

Drivers Lic. & State / Passport: _____

Vehicle Registration: _____

Emergency Contact: _____

Phone: _____

Relationship to You: _____

Current Address: _____

Rent PW: \$ _____ Time at Property: _____

Current Agent: _____

Agent Phone No: _____

Agent's Address: _____

Reason for Leaving: _____

Previous Address: _____

Rent PW: \$ _____ Time at Property: _____

Previous Agent: _____

Agent Phone No: _____

Reason for Leaving: _____

Was Bond refunded in full? YES / NO

If No, Reason? _____

Business/Personal Reference:

Name: _____

Address: _____

Phone: _____

Relationship to You: _____

How Long Known: _____

Employment Details:

Please include evidence of income with your application Eg.
Pay slip / Tax Return / Letter from Accountant

Current Occupation: _____

Current Employer: _____

Phone: _____

Period of Employment: _____

Previous Occupation: _____

Previous Employer: _____

Phone: _____

Period of Employment: _____

Pets:

YES / NO Type/Breed: _____

Smokers:

YES / NO

Other people to occupy the Premises:

	Name	Relationship	Age
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Please answer the following questions to the best of your ability. If you answer yes to any of the following questions please provide further detail:

Have you ever been evicted by any Landlord or Agent? **YES / NO**

Were any deductions made from your rental bond at your last address? **YES / NO**

Are you in debt to another Landlord or Agent? **YES / NO**

Do you agree not to let your rent fall into arrears? **YES / NO**

Have you inspected the premises applied for including garages/parking? **YES / NO**

Date Inspected: _____ / _____ / _____

IMPORTANT: Please note – we are unable to accept your application unless you have inspected the property.

Notice to Prospective Tenants:

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Where did you find out about the property:

- Warwick Williams Real Estate Website
- Rental List/Window Display
- Domain.com.au
- Realestate.com.au
- Sydney Morning Herald
- Other _____

Have you applied for, or do you intend to apply for a property through another agent?

YES / NO

If yes, is our property your first preference?

YES / NO

Please answer honestly so as to avoid disappointment to our clients

Required Information

Please include the following with your Application:

- Rental ledger or rent receipts** - Showing a history of your rental payments
- Photo identification** – eg: licence or passport
- Medicare card**
- Account/Invoice with your current address** – eg: phone/mobile, electricity, credit card, bank account, Rates Notice.
- Evidence of income** – pay slip or letter from employer. If self employed a letter from your accountant or copy of your last tax return. If unemployed a letter from Department of Social Security confirming your payments.
- References** – a written rental reference and any other written references. If you have sold your home please provide copy of your Rates Notice or water account and the selling agent's details.

If the application is accepted: - a deposit of one week's rent is to be provided as soon as possible. This can be paid by **bank cheque, money order, credit card** (convenience fee applies) or **cleared funds by EFT/direct deposit** payable to Warwick Williams Real Estate.

Please note we **DO NOT** accept cash or personal cheques.

Property will remain on the market until an application has been approved & deposit received.

If the application is not accepted: all documents will be destroyed (shredded).

Holding Deposit Information

1. Should the owner accept this application the reservation fee will be credited towards the rent.
2. Should the applicant be approved and subsequently advise that they no longer wish to proceed, the holding deposit will be forfeited in full.

Upon lease signing, cleared funds must be paid in full including: Calendar Month or Fortnight Rent plus Bond of 4 weeks rent.

Office Hours / Contact Information:

Monday to Friday: 8:30am – 6pm
Saturday: 8.45am – 4pm

Drummoyne Office
200 Victoria Road
Drummoyne NSW 2047
Ph: 9719 8288
Fx: 9819 6692

Waterfront Office
Cnr Hill Rd & Stromboli St,
Wentworth Point NSW 2127
Ph: 9648 2005
Fx: 9648 1577

PRIVACY ACT 1988
COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including landlords and their advisers, referees, other agents and third party operators of tenancy reference databases may also be disclosed to the agent and/or Landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting us. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

DECLARATION

If more than one applicant, "I" means "we" in this form

1. The applicant gives permission to the Landlord or Agent to verbally or in writing, check and confirm any information so given and for all references to be checked.
2. I understand this Agent is a member of Trading Reference Australia Pty Ltd (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA for the purpose of that check.
3. I acknowledge that if I am 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.
4. I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord, and I hereby authorise this Agent to provide information about me to TRA in connection with that listing.
5. I acknowledge that in the event of a listing on the TRA database, information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.
6. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that may be transferred) taking any step which the former agent could have taken.

Upon submitting this application, please understand the following conditions:

- You agree to take the property as it was inspected.
- Should this application be unsuccessful, it will be destroyed by shredding.
- Keys will not be available for collection until the lease start date and only during office hours.

I, the applicant hereby authorise you, as the Agent to conduct an enquiry with Trading Reference Australia, (TRA) and/or any other searches which may verify the information provided by me.

I declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my application:

SIGNATURE: _____ NAME: _____ DATE: _____



Please ensure you sign this form and the TRA Disclosure form on the next page

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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 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. 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, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. 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.