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Tenancy Application Form - BEFORE SUBMITTING YOUR APPLICATION ALL DETAILS *MUST* BE COMPLETED.

TENANCY REQUIREMENTS

ADDRESS OF REQUIRED RENTAL PROPERTY _____
LEASE COMMENCEMENT DATE: _____ RENTAL AMOUNT: _____ LEASE TERM: _____
OCCUPANTS: No. of Adults _____ No. of Children _____ Ages _____
DO YOU HAVE ANY PETS: Yes or No IF YES, WHAT TYPE: _____

PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____
ADDRESS: _____ SUBURB: _____ STATE: _____
POST CODE: _____ DATE OF BIRTH: _____
PHONE HOME: _____ PHONE WORK: _____ MOBILE: _____
EMAIL ADDRESS: _____

EMPLOYMENT DETAILS

CURRENT EMPLOYER: _____
ADDRESS: _____ OCCUPATION: _____
PERIOD OF EMPLOYMENT: _____ - _____
CONTACT NAME: _____ PHONE: _____

CURRENT TENANCY DETAILS

CURRENT AGENT: _____
CONTACT NAME: _____ PHONE: _____
PREMISES MOST RECENTLY RENTED: _____
PERIOD OF TENANCY: _____ RENT PER WEEK: \$ _____
REASON FOR VACATING: _____

PERSON TO BE NOTIFIED IN AN EMERGENCY

(Someone not intending to live with you at this rental property)

NAME OF PERSON NOMINATED: _____ RELATION TO YOU: _____
ADDRESS: _____ SUBURB: _____ STATE: _____ P/CODE: _____
PHONE HOME: _____ PHONE WORK: _____ MOBILE: _____

NOTICE: Section 42A of the Property, Stock and Agents Act 1941 provides that an application to review a statement of claim or itemised account may be made to the Department Of Fair Trading within 28 days after the statement of claim or itemised account is served on you.

AUTHORITY BY EACH APPLICANT: I authorise the landlord's agent

- (a) to check with my employer, my last or present landlord/agent, and the referees named as to my suitability as a tenant;
- (b) to request and received from Estate Agents Co-operative Limited and from other real estate agencies information regarding my previous tenancies; and
- (c) If this application is accepted, to furnish a copy of this application to Estate Agents Co-operative Limited for use by it for future referral purposes.

RESERVATION: In consideration of the above reservation fee paid by the applicant(s) the landlord's agent acknowledged that:

- (1) The premises will not be let during the above period, pending the marking of a residential tenancy agreement; and
- (2) If the landlord has not decided to enter into a residential tenancy agreement in the agreed terms for the residential premises concerned during the period, the whole of the fee will be refunded; and
- (3) If 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, the whole of the fee will be refunded; and
- (4) If the applicant(s) decide(s) not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee; and
If a residential tenancy agreement is entered into, the fee is to be paid towards rent for the residential premises concerned.

TENANT SIGNATURE: _____

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Please be advised, without the following specified information, we may not be able to proceed with the application. You must provide a minimum of 100 points.

Personal &/Or Photo I.D. (50 Points) (At least one of these needed)

Current Passport Current Drivers License

Personal Ref's & Tenancy History (25 Points)

Rental Ref from Current Agent Rental Ref from Previous Agent Current Tenancy Leger
Confirmation of Property owned Personal Reference

Additional I.D. (20 Points)

Water Rates Electricity/Gas Bill Council Rates Credit Card Statement Telephone Bill
Vehicle Registration Papers Bank Card Medicare Card

Proof of Income/Employment (20 Points)

Letter of Employment Bank Statement Pay Slips Proof of Income

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.

Print Name of Referee 1
Gender Date of Birth Drivers Licence.....
Address
Home Phone..... Mobile
Signature of Referee
Print Name of Referee 2 Drivers Licence.....
Gender 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 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. 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.