

TENANCY APPLICATION

Property:

Rent \$ _____ per Week
 Lease 6 Months Lease Start Date _____

Required before moving in:
Bond (4 Weeks Rent) \$ _____
2 Weeks Rent in Advance \$ _____
Total \$ _____



Elders Kings Langley
Address: Shop 19a, Kings Langley Shopping Centre, James Cook Drive Kings Langley
Phone: 02 9838 4888
Fax: 02 9838 0927
Email: rentals@elderskingslangley.com.au
Web: www.elderskingslangley.com.au

Please read prior to completing your Application

- The Applicant undertakes to pay a Holding Fee of equivalent to one weeks rent within 24 hours of notification of approval before other applicants will be considered. This Holding Fee will be credited against the statement of costs owing prior to moving in. If the Applicant decides not to take the premises after the Landlord accepts this Holding Fee the Agent will retain the Holding Fee on behalf of the Landlord.
- Applicants are required to inspect the premises prior to submitting an Application.
- You must understand that until your application is approved the property is still available for rent, quite often other appointments have already been booked for people to view the premises. We attempt to process all applications within 24-48 hours, however due to availability of referees and Landlords this is not always possible, we will however do our best. It is not uncommon for us to have several applications on any one property, if this is the case we will submit all the applications to the Landlord at one time – we do not ask our Landlords to give a reason for their choice so please do not ask why your application was approved or declined as we will not know.
- When this company is selecting tenants for rental properties, staff will offer all prospective tenants an equal opportunity to apply for tenancy in the property of their choice. We will conduct ourselves without discrimination and will not accept discriminatory instructions from our clients.
- For your information and protection please be careful who you sign a Residential Tenancy Agreement with because as co-tenants you each have a legal contract with the owner of the property and share full responsibility for the tenancy.
- Our office is extremely strict on rental arrears, should you choose to rent a property through our office please be advised that we will contact you on a regular basis when you are 6 days or more in arrears. We strongly advise that if you have any problems paying your rent you contact one of our Property Management Team to make an appointment to discuss your individual situation.
- Your initial payment for your bond monies, rent in advance and lease fee **cannot** be made by personal cheque or cash. All rental payments made to this office are to be made via the DEFT system from your credit card or saving account via phone or internet (for further information please ask one of our staff for a DEFT booklet, or refer to www.deft.com.au). If your rent payment is dishonoured you will be required to pay the Landlords/Agents bank charges associated with the dishonour.
- Please be aware that the tenant is responsible for connection and payment of all utilities including but not limited to telephone, internet, electricity and gas. It is also likely that if your property has an individual water meter and is fitted with water efficiency measures you will be billed by our office for water usage in accordance with your Residential Tenancy Agreement. The Tenant agrees that 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 the 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.
- One Application is to be completed per person.
- This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. Your original driver's licence or passport will be required to be sighted at the time of handing in your Application. If you are not able to provide 100 ID points please speak to the Property Manager as it is unlikely we will be able to process your application.
- This Application cannot be processed until it is complete with copies of supporting documents attached.
 I agree to and understand the above policies & procedures

Applicant's Full Name (please print)

Applicant's Signature:

Date / / Time__ am / pm

Section 1 Provide at least 1 document from this section		Section 2 Provide at least 1 document from this section		Section 3 Provide at least 1 document from this section				
<input type="checkbox"/>	Drivers Licence	40	<input type="checkbox"/>	Previous two (2) rent receipts	20	<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Passport	40	<input type="checkbox"/>	Rental Ledger	30	<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Birth Certificate	30	<input type="checkbox"/>	Motor Vehicle/Bike registration	10	<input type="checkbox"/>	Electricity Account	10
			<input type="checkbox"/>	Bank Statement	10	<input type="checkbox"/>	Gas Account	10
			<input type="checkbox"/>	Current Wage Advice	30			
			<input type="checkbox"/>	CentreLink Income Details	30			
			<input type="checkbox"/>	Other Photo ID	30			
Section 1 Total			Section 2 Total			Section 3 Total		
				TOTAL POINTS				

RENTAL PROPERTY	ADDRESS:		
How did you find out about this property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent
	<input type="checkbox"/> Rental List	<input type="checkbox"/> Other _____	
Applicant's full Name and Address	Name		
	Address		
Personal Details	Date of Birth / /	Place of Birth	
	Drivers Licence No.	Expiry Date	
	Passport No.	Expiry Date	
Applicant's Contact Details	☎ Home	☎ Business	
	☎ Mobile	Email	
Current Rental Details	Rent per week \$	Period of occupancy	Months Years
	Agent/Landlord	☎ Home	
	Fax	☎ Business	
	Why Vacating?		
	Do you expect the bond to be refunded in full		<input type="checkbox"/> Yes
Previous Address	Address		
	Rent per week \$	Period of occupancy	Months Years
	Agent/Landlord	☎ Home	
	Fax	☎ Business	

Should your application be successful, we can arrange to have your utilities connected for you through Direct Connect. Should you wish to use this service, please fill in the section below.

Direct Connect

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required...

Electricity Gas Phone Internet Pay T.V.

DECLARATION AND EXECUTION

By signing this application, the Applicants: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this Application to utility providers for this purpose; acknowledge having been provided with Terms and Conditions of Supply of Direct Connect and having read and understood them together with the privacy collection notice in part 6 of the Application; declare that all the information contained in the Application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services and to obtain any information necessary in relation to the Services; understand that under the requirements of the *Privacy Amendment (Private Sector) Act 2000*, Direct Connect will ensure that all personal information obtained about us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; consent to Direct Connect disclosing confirmation details to the Agent (including NMI, telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect, its officers, servants and agents and hold them indemnified in respect of any changes whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, that Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to any person or property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in, or failure to connect or disconnect or provide the nominated utilities; acknowledge that whilst Direct Connect is a free service you may be required to pay standard connection fees or deposits required by various utility providers; authorise the obtaining of a National Metering Identifier (NMI) on my residential address and acknowledge that the Agent may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect, its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be rebated to me in connection with the provision of the utility connection services.

SIGNATURE: _____ DATE: _____

**P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au
PO BOX 1519, BOX HILL, VICTORIA 3128**

Employment	Current Employer		<input type="checkbox"/> Full Time		<input type="checkbox"/> Casual		
			<input type="checkbox"/> Part Time		<input type="checkbox"/> Contract		
	Your Position			Supervisor's Name			
	Length of Employment	Years		Fax			
		Months		☑ Business			
	Net Income		\$	per week		\$	per month
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)							
Previous Employment	Previous Employer		<input type="checkbox"/> Full Time		<input type="checkbox"/> Casual		
			<input type="checkbox"/> Part Time		<input type="checkbox"/> Contract		
	Your Position			Supervisor's Name			
	Length of Employment	Years		Fax		☑ Business	
		Months					
Net Income		\$	per week		\$	per month	
If Self Employed	Company Name		Trading As				
	Address						
	ABN		Industry/ Nature of Business				
	How long have you been self-employed?				Years	Months	
	Total Annual Income (as declared to Australian Taxation Office)					\$	
	Accountant		☑ Business				
	Creditor		☑ Business				
	Creditor		☑ Business				
	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED						
If a Student or Not Currently Employed <i>(If you are a student you must provide a parents name and campus contact as your Emergency Contact Details below)</i>	Student ID # _____		Institution _____		Faculty _____		
	Course _____				Duration _____		
	<input type="checkbox"/> Currently not employed						
	Please indicate documents supplied with this Application to confirm your income source:						
<input type="checkbox"/> Parent / Guardian Letter		<input type="checkbox"/> Centerlink Documents		<input type="checkbox"/> Austudy Documents			
<input type="checkbox"/> Bank Statements		<input type="checkbox"/> Other					
Australian Citizen	<input type="checkbox"/> Yes		<input type="checkbox"/> No – supply copy of Passport and Visa		Visa Expiry / /		
Pets	<input type="checkbox"/> No <input type="checkbox"/> Yes Please request a separate "pet application" which also must be completed						
Smoking	Do you Smoke		<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Vehicle Information	Total number of vehicles to be kept at the premises						
	Registration No		Model		Owned / Hire Purchase		
	State						
	Registration No		Model		Owned / Hire Purchase		
State							
Occupancy Details Full names, current addresses and ages of all people (including children) who will reside at this property	Name		Address		Age		
Emergency Contact Details of closest relatives who will not be residing with you If a student provide a campus contact also.	Name			Name			
	Relationship			Relationship			
	Address			Address			
	☑ Home		☑ Work		☑ Home		
					☑ Work		
	☑ Mobile			☑ Mobile			
Personal References *Not relatives. Please ensure each has agreed for you to nominate them as a referee.	Name		Occupation		☑ Business Hours Contact		

I confirm the following:

	Detail
1. Have you ever been evicted by any Landlord or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
2. Have you been refused another property by a Landlord or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
3. Are you in debt to another Landlord or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
4. Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
5. Was your rental bond at your last address refunded in full?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
6. Have you ever been declared bankrupt?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____

I confirm the following:

During my inspection of the property on _____ / _____ / _____ I found it to be in a satisfactory condition. Yes No
 If "No" I request the following items to be attended to prior to my tenancy, subject to the Landlord's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Trading Reference Australia, Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Landlord of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I acknowledge that this is an Application to lease this property and that my Application is subject to the Landlord's approval and the availability of the premises on the due date. I hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1987.

I understand that if this Application is approved by the Landlord:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the Application status.
- Arrangements must be made for Applicants approved for tenancy to pay a Holding Fee of equal to one week rent within 24 hours of the approval which will be applied to the first week of rent if the Tenancy proceeds.
- Statement of Costs as itemised below are to be paid by **Bank Cheque, Money Order, Direct Deposit, Internet or Phone Banking or Credit Card.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks or first month's rent if choosing to pay per calendar month	2 x \$ Or 1 month x \$	= \$	A Holding Fee of one week's rent must be paid to secure the property within 24 hours of approval. It is applied to first week rent if tenancy proceeds.
Bond – 4 times week rent	4 x \$	= \$	All lease documentation must be signed by all parties prior to tenancy commencement.
Statement of Costs Total(pre-moving in)		\$	

Applicant's Full Name (please print) _____

Date / / Time__ am / pm

Applicant's Signature _____

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement and Privacy Consent.

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Sighted original ID		/ /	am/pm
<input type="checkbox"/> Compared signatures to original		/ /	am/pm
<input type="checkbox"/> Checked Privacy Consent signed		/ /	am/pm
<input type="checkbox"/> Checked Application is completed in full		/ /	am/pm
Name of nominated Applicant to contact in relation to Application	Name	Phone	

**PRIVACY DISCLOSURE STATEMENT OF
Kings Langley Real Estate Pty Ltd T/as Elders Real Estate Kings Langley
OF Shop 19a, Kings Langley Shopping Centre, James Cook Drive, Kings Langley
PHONE 02 9838 4888**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for a residential tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by Trading Reference Australia (TRA), TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tradingreference.com www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Elders Real Estate Kings Langley to verify your identity, to process and evaluate the Application and to manage the tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Elders Real Estate Kings Langley and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application Elders Real Estate Kings Langley will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your Application for residential tenancy may not be considered by the Landlord of the relevant property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of Elders Real Estate Kings Langley. I authorise Elders Real Estate Kings Langley to collect information about me from:

- My previous Letting Agents and/or Landlords;
- My personal referees, employers and all other references on this Application;
- Any Tenancy Default Database (including TRA, TICA & NTD) which may contain personal information about me. I also authorise Elders Real Estate Kings Langley to disclose details about any defaults by me under the tenancy to which this Application relates to, any tenancy default database to which it subscribes to include TRA, TICA and NTD.

I authorise Elders Real Estate Kings Langley to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, strata managers offices, insurance companies, financial services (to assist with home loan Applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

I/We have been advised that the Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental and Strata Services.

Applicant's Full Name (please print)

Applicant's Signature

Date / / Time _____ am / pm



Agency Name:- Kings Langley Real Estate Pty Ltd T/as Elders Real Estate Kings Langley

Agency Phone:- 02 9838 4888

Agency Fax:- 02 9838 0927

Address Property Applied For

Suburb **State** **Post Code**

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, 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, organisations 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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