

Application Form

A. AGENT DETAILS

TracyRoberts Real Estate

6/699 Merrylands Road, Greystanes NSW 2145

Phone 9631 3544
 Fax 9631 6522
 Email rentals@tracyroberts.com.au
 Website www.tracyroberts.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. Proposed rent?

\$		Per week
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4. Lease term?

		Years			Months
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5. How many people will normally occupy the property?

	Adults		Children
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Ages _____

C. APPLICANT 1 – PERSONAL DETAILS

6. Please give us your details

Mr Mrs Ms Miss Other

Given Names	Surname

Date of Birth

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Driver's license no.

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Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

7. Please provide your contact details

Work Phone Number	Mobile Phone Number

Fax Number	Home Phone Number

Email address

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8. What is your current address?

Postcode

NB: For your application to be processed you must FULLY answer all questions and provide ALL relevant supporting documents

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section K.

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition/state of repair Yes / No
2. 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.

3. I confirm having received a copy of this application for my retention.
4. I consent to the information provided in this application being verified and a reference check on the TICA, TRA and RP Data databases being undertaken.

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, 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 Real Estate 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 organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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 Applicant 1	Date
X	/ /

Signature Applicant 2	Date
X	/ /

NOTICE: Section 42A

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

E. APPLICATION POINTS (MUST EQUAL 100 POINTS)

In co-ordination with your application a combination of the following is required to complete 100 Points. Please ensure that these accompany this application document.

Document	Requirement	Points
Drivers License Proof of Age Card//Passport/ Birth Certificate	Compulsory	40 Points
Employment Pay-slips	Compulsory	15 Points
Business Verification from Accountant if Self Employed	Compulsory if applicant is self-employed	15 Points
Other Income Documents	Compulsory	15 Points
Rental Ledger	Compulsory	15 Points
Bank Statement	Compulsory	10 Points
Gas Account or Electricity Account	Optional	10 Points
Other Photo ID	Optional	10 Points
Secondary ID i.e. Medicare Card/Age Card/Pensioners Card etc	Optional	5 Points each
Total Accumulated (Office Use Only)		

Application Form

F. APPLICANT 1 - HISTORY

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

		Years			Months
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10. Why are you leaving this address?

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

Name of landlord or agent	Weekly rent paid
<input style="width: 180px; height: 20px;" type="text"/>	\$ <input style="width: 100px; height: 20px;" type="text"/>

Landlord/agent's phone number	Agents fax number
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

		Years			Months
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14. Agent/Landlord details of this property (if applicable)

Name of landlord or agent
<input style="width: 100%; height: 20px;" type="text"/>

Landlord/agent's phone no.	Weekly rent paid
<input style="width: 180px; height: 20px;" type="text"/>	\$ <input style="width: 100px; height: 20px;" type="text"/>

Was bond refunded in full?	If not why not?
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name	Phone no.
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

Length of employment	Net weekly income?
<input style="width: 40px; height: 20px;" type="text"/> Years <input style="width: 40px; height: 20px;" type="text"/> Months	\$ <input style="width: 100px; height: 20px;" type="text"/>

H. OTHER INCOME - CENTRELINK, CHILD SUPPORT ETC

16. Please provide details of other income received

Type of other income

Amount of other income	Frequency
\$ <input style="width: 100px; height: 20px;" type="text"/>	Weekly/Fortnightly/Monthly

Type of other income

Amount of other income	Frequency
\$ <input style="width: 100px; height: 20px;" type="text"/>	Weekly/Fortnightly/Monthly

I. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Name	Surname
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

Relationship to you	Phone number
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

Address

18. Please provide one personal references (not related to you)

1. Surname	Given name/s
<input style="width: 100%; height: 20px;" type="text"/>	

Relationship to you	Phone no.
<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>

J. OTHER INFORMATION

19. Car Registration

<input style="width: 130px; height: 20px;" type="text"/>	Owner/Financed (Please circle)
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20. Please provide details of any pets:

Breed / type	Council registration / number
1. <input style="width: 100%; height: 20px;" type="text"/>	
2. <input style="width: 100%; height: 20px;" type="text"/>	

21. Do you Smoke? Yes / No (Please circle)

K. PAYMENT DETAILS (TO BE COMPLETED BY OFFICE)

Property rental

\$ <input style="width: 60px; height: 20px;" type="text"/> .00	per week
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First payment of rent in advance	\$ <input style="width: 100px; height: 20px;" type="text"/>
Rental bond (4 weeks rent)	\$ <input style="width: 100px; height: 20px;" type="text"/>
Sub Total	\$ <input style="width: 100px; height: 20px;" type="text"/>
Less: deduct Holding Deposit (see below)	\$ <input style="width: 100px; height: 20px;" type="text"/>
Amount payable on signing tenancy agreement (Bank Cheque or Money Order only made payable to "TracyRoberts Real Estate")	\$ <input style="width: 100px; height: 20px;" type="text"/>

L. HOLDING DEPOSIT

The Holding Deposit of one weeks rent is payable **immediately** upon approval of your application to our office by Bank Cheque or Money Order.

Holding Deposit	Holding Period
\$ <input style="width: 130px; height: 20px;" type="text"/>	Seven (7) Days

The Landlord's Agent undertakes:

- the Holding Deposit will be refunded in full if the landlord does not decide to enter into a Residential Tenancy Agreement for the premises;
- if the Applicant decides not to enter into a residential tenancy agreement, the Landlord may retain the full Holding Deposit; and
- if a Residential Tenancy Agreement is entered into, the Holding Deposit is to be contributed towards rent for the premises.

Signature of the Landlords agent	Date
<input style="width: 180px; height: 20px;" type="text"/> X	<input style="width: 100px; height: 20px;" type="text"/> / /

Application Form – Additional Applicant

M. APPLICANT 2 – PERSONAL DETAILS

22. Please give us your details

Mr Mrs Ms Miss Other

Given Names Surname

Date of Birth

Driver's license no.

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

23. Please provide your contact details

Work Phone Number Mobile Phone Number

Fax Number Home Phone Number

Email address

24. What is your current address?

Postcode

N. APPLICANT 2 - HISTORY

25. How long have you lived at your current address?

Years Months

26. Why are you leaving this address?

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

Name of landlord or agent Weekly rent paid \$

Landlord/agent's phone number Agents fax number

28. What was your previous residential address?

Postcode

29. How long did you live at this address?

Years Months

30. Agent/Landlord 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?

O. EMPLOYMENT HISTORY

31. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address
 Postcode

Contact name Phone no.

Length of employment Years Months Net weekly income? \$

P. OTHER INCOME – CENTRELINK, CHILD SUPPORT ETC

32. Please provide details of other income received

Type of other income

Amount of other income \$ Frequency Weekly/Fortnightly/Monthly

Type of other income

Amount of other income \$ Frequency Weekly/Fortnightly/Monthly

Q. CONTACTS / REFERENCES

33. Please provide a contact in case of emergency

Name Surname

Relationship to you Phone number

Address

34. Please provide one personal references (not related to you)

1. Surname Given name/s

Relationship to you Phone no.

R. OTHER INFORMATION

35. Car Registration

Owner/Financed (Please circle)

36. Please provide details of any pets:

Breed / type Council registration / number

1.

2.

37. Do you Smoke? Yes / No (Please circle)

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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Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name _____ Tracy Roberts Real Estate _____

Address _____ 6/699 Merrylands Road Greystanes NSW 2145 _____

Ph _____ 02 9631 3544 _____ Fax _____ 02 9631 6522 _____

Email _____ rentals@tracyroberts.com.au _____

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant

Signature

Print Name

Signature

Print Name

Date

Witness