

Tenancy Application Form

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

A. AGENT DETAILS
COYLE & EVERETT
58 Hall Street
Bondi Beach, NSW 2026
Phone: 02 9365 5566
Fax: 02 9130 3368
Email: ryan@c21bondibeach.com.au

B. PROPERTY DETAILS

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

 Postcode

2. Preferred move in date?
 Day Month Year

3. Lease term?
 Years Months

4. Property rental?
\$ per week OR \$ per month

5. How many people will normally occupy the property?
 Adults Children, Ages: _____

C. PERSONAL DETAILS


6. Please give us your details.
 Mr Ms Miss Mrs Other
Surname Given name/s
Date of Birth Driver's licence number
Driver's licence expiry date Driver's licence state
Passport number Passport country
Pension number (if applicable) Pension type (if applicable)

7. Please provide your contact details.
Home phone number Mobile phone number
Work phone number Fax number
Email address

8. What is your current address?

 Postcode

D. UTILITY CONNECTIONS

 Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm!
Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au
ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANTS INSURANCE

YES!! I would like On The Move to contact me.

By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.
On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

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 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)
- (g) complete a credit check with NTD (National Tenancies Database)

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 consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **On The Move** nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature Date
X

Property Manager:

If Interpreter required, language:

F. APPLICANT HISTORY

9. How long have you lived at your current address?
 Years Months
Reason for leaving this address?

10. Please tell us about this rented property.
Name of landlord or agent

Landlord/agent phone number Weekly rent paid
 \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?
 Years Months

13. Please give us further information about this rented property.
Name of landlord or agent

Landlord/agent phone number Weekly rent paid
 \$
Was bond refunded in full? If NO, why not?
YES NO

G. EMPLOYMENT HISTORY

14. 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 a student)

Employer's address

 Postcode
Contact name Phone number

Length of employment Net Income
 Years Months \$

You must answer the following questions:
Have you ever been evicted from a property?
 YES NO
Are you in debt to another landlord or agent?
 YES NO

H. PREVIOUS EMPLOYMENT DETAILS

15. Please provide your previous employment details.
Occupation?

Employer's name

Length of employment Phone number
 Year Months

I. OTHER INFORMATION

16. Car Registration Make/Type

17. Please provide details of any pets.
Breed/Type Inside/Outside Council registration/number

J. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency.
Surname Given name/s

Relationship to you Phone number

19. Please provide two personal references (not related to you).
1. Surname Given name/s

Relationship to you Phone number

2. Surname Given name/s

Relationship to you Phone number

K. PAYMENT DETAILS

First payment of rent in advance	\$ <input type="text"/>
Rental Bond (4 weeks rent)	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: Deduct Reservation Fee (see below)	\$ <input type="text"/>
Amount payable on signing tenancy agreement	\$ <input type="text"/>

L. RESERVATION FEE

Reservation Fee \$ Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.
The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.
In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant 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 landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature Date
X

M. 100 POINTS OF ID REQUIRED

A minimum of 100 points is required for each applicant.
-Points must be made up from each section A, B and C as shown

A) Proof of Identity (30 Points)
You must provide one of the following:
- Drivers Licence
- Passport
- Birth Certificate + Photo ID

B) Proof of Income (30 Points)
You must provide one of the following:
- Last Pay Advice
- Current Centerlink Statement
- Current Bank Statement (must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)
You must provide at least 40 points of the following documentation:
- Current Rental Ledger (from Agent) – 40 points
- Last 2 Rent Receipts – 20 points
- Two Written References – 20 points
- Recent Rates Notice – 30 points
- Vehicle Registration Papers – 10 points
- Current Electricity/Phone Account – 10 points
(Minimum of 40 points required)

Please Note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 points, please call us to discuss.

Signature of Landlord's Agent Date
X

DISCLOSURE

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. 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 a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation 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 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. I acknowledge that in the event of a listing on the TRA database, that 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.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent’s responsibility to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

a) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications. b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and c) third parties with which TRA has entered into any co-operation, partnering, licensing or similar agreement for the purpose of allowing those parties to offer their products and services to me I hereby consent to such a use and disclosure of that information for that reason. Should this real estate 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.

I also understand that the personal information provided on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the Real Estate Agent and/or further disclosure by the real estate agent for marketing purposes.



Print Name

SignatureDate.....

Trading Reference Australia may be contacted at the address below 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 unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. 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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