



# RESIDENTIAL TENANCY APPLICATION

128 Railway Parade, Kogarah NSW 2217

P: (02) 9588 2977 | F: (02) 9588 2799 | E: rentals@prdkogarah.com.au | W: www.prdkogarah.com.au

NOTE: We ask that you only provide copies of your personal documents for the purpose of reference checking. For your privacy and protection, all documents will be destroyed, in the case where your application is unsuccessful.

PROPERTY DETAILS			
Property Address:			
Date inspected:	Is this your first preference: Y / N		
Lease Start Date:	Tenancy Period: <b>6 months / 12 months</b>		
Rent per week:	No. of Occupants:		
No. of Adults:	No. of Children:	Age/s:	Details of Any Pets:

TENANT DETAILS	
Tenants Full Name:	
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	
Date of Birth:	
Drivers Licence # :	Expiry:
Passport No. :	Country (Passport)
Current Rent:	Length of Tenancy:
Agent/Landlord	Agent/Landlord Contact Number:
Bond Refunded In Full : Y / N	If No, Why?
Reason For Leaving:	

PREVIOUS ADDRESS	
Previous Address:	
Rent :	Length of Tenancy:
Agent/Landlord	Agent/Landlord Contact Number:
Bond Refunded In Full : Y / N	If No, Why?
Reason For Leaving:	

EMPLOYMENT	
Current Employer:	Position:
Contact Name:	Contact Number:
Net Weekly Income:	Length of Employment:

PREVIOUS EMPLOYMENT	
Previous Employer:	Position:
Contact Name:	Contact Number:
Net Weekly Income:	Length off Employment:

EMERGENCY CONTACT			
Name:	Ph:	Wrk:	Mob:
Address:			
Relationship:			

REFERENCES (not relatives)	
Name:	Contact Number:
Relationship:	
Name:	Contact Number:
Relationship:	

IDENTIFICATION

**MUST BE SUPPLIED WITH YOUR APPLICATION**

ID CHECKLIST

DRIVERS LICENSE	TELEPHONE
PASSPORT	VEHICLE REGISTRATION
CURRENT RENTAL LEDGER	ELECTRICITY ACCOUNT
CURRENT PAY SLIP	WATER RATES
CURRENT BANK STATEMENT	
LAND RATES	

APPLICATION CONDITIONS & RESERVATION FEE

THE APPLICANT STATES THAT:

1. The information given in this application is true and correct and this is a fundamental pre-condition of the owner entering into the Residential Tenancy Agreement
2. He/She is not bankrupt or insolvent.
3. Premises have been inspected and any rental bond and initial payment of rent will be made in form of a **BANK CHEQUE or MONEY ORDER**
4. Should he/she change their mind or withdraw your application upon approval, the **full** deposit will be forfeited to the Owner

PRIVACY POLICY

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from the other sources is necessary for the Agent to verify the Applicants identify, 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 the agreement, that fact and other relevant personal information collected about the Applicant during the course of the 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 Agents hold, they can do so by conducting the Agent at the address and to contact the numbers contained in this application. 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.

APPLICANTS SIGNATURE:

REAL ESTATE AGENT'S SIGNATURE:

DATE:

DATE:

NOTE: A copy of this document shall immediately, after signing be delivered to the Applicant for retention.

**UTILITY CONNECTIONS**

APPLICANT'S NAME

\_\_\_\_/\_\_\_\_/\_\_\_\_ DATE  
OF APPLICATION



This is a free service that connects  
All your utilities

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.

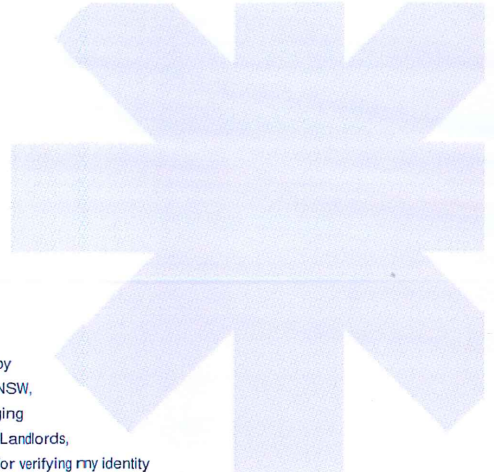
- Electricity  Gas  Phone  
 Internet  Pay TV  Insurance

SIGNATURE:

DATE:

Declaration and execution: By signing this application, I/we: 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 the terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorize Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the services; expressly authorize Direct Connect to provide an information disclosed in this Application to an information provider for the purpose of the information provider disclosing it to a supplier or potential supplier of the Services in accordance with the privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or SMS in relation to the marketing or promotion of all services listed under the "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call register, understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorized access, use, modification or disclosure and any other misuse; authorize the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and 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 and its officers, servants and agents to hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any 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 connection, disconnection or 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 connection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hour connections may incur additional service fees from utility providers; acknowledge that the Real Estate Agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of this service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate connection with the provision of the utility connection services. By signing this application form, I warrant that I authorized to make this application and to provide the consents, acknowledgements, authorizations, and other undertakings set out in this application form on behalf of all applicants listed in this application form.

DISCLOSURE



## 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, 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 verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

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 current / previous Landlord / Agency to verify details of my tenancy. 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 am aware that the availability of telephone lines, internet services, 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. The landlord or agent do 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(s) and the tenant(s) must rely upon their own enquiry.

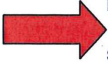
I also acknowledge that the holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Holding Period) and that the applicant must be in a position to sign the tenancy agreement within those 7 days. The Agent undertakes that: no other Holding Fee has been received for the premises; The whole Fee will be refunded if the landlord decides not to enter into the residential tenancy agreement with the Applicant for the premises during the Holding Period; The whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant; If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises;

The applicant agrees to pay a Holding fee equivalent to one weeks rent immediately their application has been approved. Failure to do so may result in the property being offered to another applicant. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period the landlord may retain the complete Holding Fee.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted however, that the personal information you provide 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.

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.....

Trading Reference Australia may be contacted 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. Copyright Trading Reference Australia ©