

Residential Application Form

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



A. AGENT DETAILS

Sarah Lorden Real Estate

Address: 222 Darling Street, Balmain NSW 2041

Phone Number: (02) 9555 7755

Fax Number: (02) 9555 2613

Email: cibrahim@sarahlorden.com.au

Web: www.sarahlorden.com.au

Property Manager

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months Yes / No

4. Do you Smoke?

Yes / No

5. How many tenants will occupy the property?

Adults Children Ages of Children

C. PERSONAL DETAILS

5. 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 no. Passport country

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

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

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
 Insurance Pay TV Removals

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 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 authorise 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 authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that 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 by SMS in relation to the marketing or promotion of all of the services listed under the heading "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, unauthorised access, use, modification or disclosure and any other misuse; authorise 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 and 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, 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 hours 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 the 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 in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

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 Tenancy Agreement.

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, I agree that 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 tradespeople or equivalent organisations to contact me

(d) lodge/claim/transfer to/from a 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 TICA (Tenancy Information Centre Australia)

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 Date

Application Fax to Direct Connect (If Required) Fax: 1300 664 185

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent 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?

G. EMPLOYMENT HISTORY

15. 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 student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net Income

 \$
H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
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2.	
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J. PAYMENT DETAILS

Property Rental

\$		per week Or	\$		per month
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Rental Bond (4 weeks rent):

 \$

First payment of rent in advance (2 weeks rent)

 \$

Tenants share of cost of preparing tenancy agreement:

 \$

Sub Total

 \$

Less: deduct Reservations Fee (see below)

 \$
Amount payable on signing tenancy agreement
(bank cheque or money order only)
 \$
K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

 \$

Reservation Period

 Days

The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

100 Point Check

In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable:


<input type="checkbox"/> Drivers Licence	40 points	<input type="checkbox"/> Employment Reference (on letterhead)	20 points
<input type="checkbox"/> Passport	40 points	<input type="checkbox"/> Motor vehicle registration	10 points
<input type="checkbox"/> Birth certificate (certified copy)	30 points	<input type="checkbox"/> Bank statement	10 points
<input type="checkbox"/> Other photo ID	30 points	<input type="checkbox"/> Phone account	10 points
<input type="checkbox"/> Current wages advice	20 points	<input type="checkbox"/> Electricity/gas account	10 points
<input type="checkbox"/> Previous landlord reference	20 points	<input type="checkbox"/> Business certificate of registration*	10 points
<input type="checkbox"/> Previous 2 rent receipts	20 points	<input type="checkbox"/> Financial statement (if self employed)	10 points

* A copy of your Business Certificate of Registration is compulsory if you are self employed.

RESERVATION FEE CONDITIONS:

- The Applicant** has paid a Reservation Fee of \$ _____ equivalent to _____ days rent to reserve the premises in favour of the Applicant for a period of _____ days (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days rent). NOTE: An application and reservation fee does not guarantee tenancy. All applications are subject to the landlord's approval. All reservation fees must be cash or bank cheque only.
- If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole fee will be refunded;
- If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other works specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded;
- If the prospective tenant decides 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 reservation fee is to be paid towards rent for the residential premises concerned;
- Entry fees must be paid by bank cheque prior to the lease commencement.

DETAILS OF ANY REPAIRS OR OTHER WORKS TO BE CARRIED OUT BY THE LANDLORD IN ACCORDANCE WITH CONDITION 3 ABOVE:

 Signature of Applicant:

Date:

Trading Reference Australia Disclosure

I understand this agent is a member of Trading Reference Australia Pty. Ltd (TRA) and may conduct a reference check with that organisation. I authorise this agent to provide any information about me to TRA, landlord and Video store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA.

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 failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy/rental obligations in the 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 and my default to TRA in connection with that listing.

I acknowledge that information provided to TRA by these authorities given by me may be available to:

- Real estate agents and landlords to assist them in evaluating applications for lease
- Video stores to evaluate applications for membership
- Real estate agents, landlords, video stores and other persons or institutions for the purpose of locating me.

Should this agent transfer its agency business to another person, I consent to the new agent (and any further person 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).

TRA may be contacted during business hours regarding any records kept about you.

Tenancy Database

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, the landlord's lawyers and the landlord's mortgagee/insurer's
- Referees you have nominated
- Organisations/trades people required to carry out maintenance to the property
- Rental bond authorities and the Residential Tenancy Tribunals/courts
- Merantile agents
- Tenant Reference Australia
- Other real estate agents and landlords


Secondary Purpose

We also collect your personal information to:


- For further rental references/recommendations
- Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents for the premises
- Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from rental bond authorities (where applicable)
- Refer to tribunal, courts and statutory authorities (where necessary)
- Refer to mercantile agents/lawyers (where default/enforcement action is required)
- Refer to landlord's insurer's
- Report your conduct as a tenant on the Tenant Reference Australia (TRA)
- Other real estate agents/landlords for tenancy references.

If your personal information is not provided to us and you do not consent to the uses of your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. If so we cannot provide you with the lease/tenancy of the premises.

I have read and understand the Trading Reference Australia Disclosure and the Tenancy Database sections above.

 Signature of Applicant:

Date:

 I acknowledge receipt of an agency signed copy this form. Signature of Applicant:

Date:

OR that a copy of this application has been sent to the applicants.

Name:

Address:

Agents Signature:

Date:

Rental Application Guidelines

The form

When completing the application form try to provide as much information as possible whilst making sure that your handwriting is clear and easily visible.

Signatures

Please make sure that all compulsory signatures are signed as failure to sign compulsory signatures will prevent your application from being processed.

There are 2 compulsory signatures listed in the application form one of which can be located under section (E) entitled **declaration**. Whilst the other can be found on the **third and final page under the Trading reference Australia disclosure**.

Section (D) Direct connect

This is an **OPTIONAL** service that connects all of your utilities such as your gas and electricity for **FREE**.

Who is required to submit an application form?

Any adult who wishes to be on the lease must submit an application form.

Documentation Required with Rental Application

When attaching your supporting documentation please ensure that the copies are clear and easily visible.

Proof of Id

We require 100 points worth of Id one of which must be photo identification. Examples of accepted documents can be found on the top of the third and final page.

Proof of income

We also require documentation that verifies your current income. Accepted documents include

- Your last Pay slip and
- Current work contract

If you are **self employed** and cannot submit these documents we then require

- Your accountant's details and
- Your ABN number

Current Place of Residence

Currently renting

If you are currently renting and the property is managed through a real estate ask your managing agent for a **Tenancy ledger**. A tenancy ledger is a rental transaction history that proves your residence.

If the property is managed privately than you must submit your landlords details so that we are able to contact them to ask them a few routine questions in regard to your tenancy.

Residing in Own Property

If you are currently residing in your own property supplying us with **ONE** the following documents will prove your residence

- Council rates
- Certificate of title
- Contract for sale of land
- And any Deeds

Submitting Applications:

If it is easier for you, we accept the applications and relevant documents by
Fax: 9555 2613 Email: cibrahim@sarahlorden.com.au
Or dropping them into our office at 222 Darling Street, Balmain NSW 2041