

Residential application form
for your application to be processed you must answer all questions

Po Box 1396
North Sydney NSW 2059

a. agent details

address: PO Box 563, SURRY HILLS NSW 2010
tel: 0403 051 115
fax: (02) 9037 4147
email: kate@torchpm.com.au

b. property details

what is the address of the property you would like to rent?

Postcode

lease commencement date?

		day			month			year
--	--	-----	--	--	-------	--	--	------

lease term?

		year			month
--	--	------	--	--	-------

how many people will normally occupy the property? ages of

	adults		children		ages of children
--	--------	--	----------	--	------------------

c. personal details

please provide your details:

mr ms miss mrs dr other
surname

given name/s

date of birth

drivers licence no.

drivers licence exp date

drivers licence state

passport no.

passport country

pension no. (if applicable)

pension type (if applicable)

please provide your contact numbers:

home

mobile

work

fax

email

d. 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 & correct & given of my own free will. i declare that i have inspected the premises & am not bankrupt.

i authorize the agent to obtain personal information about me from:

- (a) the owner or the agent from my current or previous residences;
- (b) my personal referees for this application
- (c) my current & past employers
- (d) any record listing or database of defaults by tenants;

& i authorize & consent to each of those persons providing requested personal information about me to the agent.

if i default under a rental agreement, i agree that the agent may disclose details of any such default to a tenancy default database, & to agents/landlords of properties i may apply for in the future.

i am aware that the agent will use & disclose my personal information within this application in order to:

- (a) communicate with the owner & select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organizations 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 check with a tenancy default 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 am aware that i may access personal information on the contact details above.

signature

date

IMPORTANT – please attach to your application:

- a (current) copy of your licence and passport;
- a copy of your pension card (if applicable);
- an up-to date bank statement; and
- an up-to date tenant ledger or a copy of your council rates notice/water rates bill

e. applicant history

what is your current residential address?

_____ postcode

how long have you lived at your current address?

□□ years □□ months

why are you leaving your current address?

agent/agency/landlord details of your current address:
name

contact number

weekly rent paid

what is your previous residential address?

_____ postcode

agent/agency/landlord details of your previous address:
name

contact number

weekly rent paid

f. employment details

please provide your employment details:

what is your occupation

what is the nature of your employment?

full time part time casual student

employers name (accountant if self employed or institution if student)

employers address

_____ postcode

contact name

contact number

length of employment

net income

□□ years □□ months \$

please provide your previous employment details:

occupation

employers name

length of employment

net income

□□ years □□ months \$

g. other information

please provide details of any pets

type/breed council registration/no.

1. _____

2. _____

please provide car registration details

h. contacts/references

please provide a contact in case of emergency

surname

given name/s

relationship to you

phone no

please provide 1 personal references (not related to you)

surname

given name/s

relationship to you

phone no

i. payment details

property rental

\$ _____ per week \$ _____ per month

rental bond [4 weeks rent]

\$

first payment of rent in advance

\$

sub total

\$

fee: deduct the holding deposit
(paid on approval of application only)

\$

amount payable on signing tenancy agreement
(as a bank cheque or money order ONLY)

\$

l. additional information

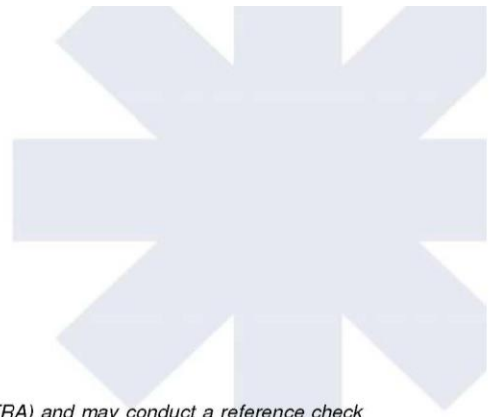
please advise us of any information you would like us to take into consideration when assessing your application

signature

date

IMPORTANT – please attach to your application:

- a copy of your last 2 pay slips (if applicable);
- a copy of your employment contract (if available); and
- a copy of your scholarship/tuition documents (if a student)



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, I, the referee, 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 and Landlords to assist them in evaluating applications for leases 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. 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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