

# APPLICATION FOR TENANCY



Thank for choosing a CENTURY 21 property. Please complete this application thoroughly so we can process it as quickly as possible. Please note following important points:

1. This application must be accompanied by a copy of your drivers license or passport for identification purposes
2. If there is more than one applicant, a separate application form is required for each applicant
3. If the application is approved, you will be required to provide either a bank cheque, money order or direct deposit into a nominated a/c for the Rental Bond, Agreement Preparation Fee and First 2 weeks/1 Months Rent, NO PERSONAL CHEQUES.

## PREMISES

Address of Premises applied for:

Car Space / Garage / Storeroom Number	Excluding:
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## APPLICANT

### PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		Date of Birth
Full Name		
Present Address		
Postcode		
Phone: Work	Home:	
Fax: Work	Email:	
Email:	Mobile:	
Vehicle Registration No.	Driver's Licence No.	
Passport No.	Country:	Expiry Date:

## UTILITY CONNECTION SERVICE

THIS IS A FREE SERVICE

Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to you and your real estate agent. This is a free service that will save you hours of time on the phone.

	<b>Tick</b>		<b>Connection Date</b>		<b>Tick</b>
ELECTRICITY	<input type="checkbox"/>	AGL	/ /	PAY TV	<input type="checkbox"/>
GAS	<input type="checkbox"/>	AGL		Broadband Internet	<input type="checkbox"/>
TELEPHONE	<input type="checkbox"/>	TELSTRA		Broadband Wireless	<input type="checkbox"/>

**FAST CONNECT PRIVACY POLICY**  
 Full privacy policy is with AGL Disclosure.  
 A Separate AGL Disclosure must be signed.

### FAST CONNECT PRIVACY POLICY

To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect (us/we), however this may prevent us providing part or all of our services to you. In collecting, storing and dealing with information about you Fast Connect comply with all current state and federal privacy legislation. Compliance is based on the following principles: Information is requested from yourself or your authorised representative for the purpose of lodging applications on your behalf for services/supply with service providers nominated by you. All information collected is necessary to provide services/supply by Fast Connect and nominated providers. Information is not used by Fast Connect for any other purpose. Information is disclosed only to those providers nominated by you and to third party distributors where the Fast Connect service was introduced to you by a third party distributor. Such distributors include the managing agent of your rental property, associated real estate or relocation agent, conveyancer or housing authority/assistance organisation. Information is not passed to any other third party(s). Information collected from you is assumed to be accurate when it is provided by you. No information collected is of a nature that will unreasonably intrude on your personal affairs. All records about you are stored via electronic medium. This includes computer database records and electronic images of forms. All recorded paper information is securely destroyed once transformed to electronic media.

### OFFICE USE ONLY

Signature of Agent	Application Faxed to UtilityOne <input type="checkbox"/>
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**AGENCY DETAILS:**  
**CENTURY 21 COYLE & EVERETT 58 HALL ST BONDI BEACH NSW 2026**  
**TEL: 02 9365 5566 FAX: 02 9130 3368**



**PERSONAL REFERENCES**

Referee 1 – Name	
Phone: Work	Mobile:
Fax:	Email:
Referee 2 – Name	
Phone: Work	Mobile:
Fax:	Email:

**EMPLOYMENT HISTORY**

Occupation of Applicant	Date Commenced
Employer's Name	Annual/Weekly Income \$
Employer's Address	Postcode
Phone: Work	Mobile:
Fax:	Email:

Previous Employer's Name	
Previous Employer's Address	Postcode
Phone: Work	Mobile:
Fax:	Email:
Period of Employment	to

**EMERGENCY CONTACT – in case of an emergency, name of friend or relative**

Name	Relationship
Address	Postcode
Phone: Work	Mobile:
Phone: Home	Email:

**TENANT HISTORY**

Name of present Landlord/Agent	
Phone: Work	Mobile:
Email:	

Length of time at present address  Current rent paid \$

Name of previous Landlord/Agent	
Phone: Work	Mobile:
Email:	

Address of previous premises rented

	Postcode
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**OCCUPANT(S) DETAILS**

Number of persons who will occupy Premises:

Adults  Children  Ages of Children

**Pets**  Yes  No If Yes, number and type

**Smoker(s)**  Yes  No

**DETAILS OF RENTAL**

Type of Premises:  APARTMENT  HOUSE  SEMI  TERRACE  OTHER

Furnished  Unfurnished

Rent \$  Per

Commencing from  For a period of  months/weeks

**Note:** A Tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenants.

**Residential Tenancy Agreement**

Residential Tenancy Agreement to be signed on  at  am/pm

**INITIAL PAYMENT**

**Rental Bond**

**Note:** A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.

\$

**Initial Rent** Months/Weeks  Days To

\$

**Note:** A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

**Sub Total**

\$

**Less Holding Fee**

\$

**Total** \$

**Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.**

**APPLICATION**

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

**HOLDING FEES FOR APPROVED APPLICANTS**

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$  equivalent to  days rent to hold the Premises in favour of the Applicant for a period of  days from  to  or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:


Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility?

YES  NO  If Yes, date application made

I, the Applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of  weeks, at a rental of \$  per week and that the rental to be paid within my means. I undertake to pay a rental bond in cash or as requested upon signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

#### PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, 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 that 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 Agent holds, they can do so by contacting the Agent at the address and contact 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. For more information please refer to our Privacy Policy which can be found on [www.century.21.com.au](http://www.century.21.com.au)

#### NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does 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, and tenants must rely upon their own enquiries.

Applicant's Signature

Date

Real Estate Agent's Signature

Date

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

#### ESSENTIAL APPLICATION REQUIREMENTS

Before any application will be considered, each applicant must provide copies of the following documents;

##### IDENTIFICATION (at least 100 points must be provided)

- |   |  |
|---|--|
| <input type="checkbox"/> Current Drivers Licence (40 Points)                | <input type="checkbox"/> Birth Certificate (30 Points)                 |
| <input type="checkbox"/> Passport (40 Points)                               | <input type="checkbox"/> Proof of Age Card (30 Points)                 |
| <input type="checkbox"/> Medicare Care (20 Points)                          | <input type="checkbox"/> Credit Card (20 Points)                       |
| <input type="checkbox"/> Motor Vehicle Registration Certificate (10 Points) | <input type="checkbox"/> Bank Statement (10 Points)                    |
| <input type="checkbox"/> Telephone Account Statement (10 Points)            | <input type="checkbox"/> Gas/Electricity Account Statement (10 Points) |

##### OTHER DOCUMENTS REQUIRED

If you are leasing through a Real Estate Agency you need to provide:

- Copy of your Residential Tenancy Agreement
- Copy of your Tenant Ledger (preferred) or last 4 Rent Receipts

If you are currently leasing through a Private Landlord you need to provide:

- A written reference from the Landlord
- A copy of the Landlord's rates notice and water bill to prove ownership

Should you not be able to meet these requirements please speak to the Leasing Consultant prior to applying for the property.

##### AGENCY DETAILS

Coyle & Everett Pty Ltd Trading as Century 21 Coyle & Everett

Postal Address: P.O. Box 7044 Bondi Beach NSW 2026

Telephone: 02 9365 5566

Email: [admin@c21bondibeach.com.au](mailto:admin@c21bondibeach.com.au)

ABN 15 775 292 322

Other Address: 58 Hall Street Bondi Beach NSW 2026

Facsimile: 02 9130 3368

Web Site: [www.century21.com.au/bondibeach](http://www.century21.com.au/bondibeach)

## 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 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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

Postal Address: Trading Reference Australia Pty Ltd P.O. Box 372 Rose Bay NSW 2029  
Phone: 02 9363 9244  
Fax: 02 9328 2861  
Email: [info@tenantreference.com.au](mailto:info@tenantreference.com.au)  
Web: [www.tradingreference.com](http://www.tradingreference.com)  
ABN 72 098 231 219