TENANCY APPLICATION FORM

SOUTHWEST PROPERTY CENTRE 2/41 Oxford Road, INGLEBURN 2565 PHONE: 02 9605 2877 FAX: 02 9605 6877 reception@southwestpropertycentre.com.au www.swpropertycentre.com.au

PLEASE READ CAREFULLY PRIOR TO FILLING OUT AS INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Prior to any Tenancy Application being considered each applicant and/or tenant over the age of 18 years is required to produce sufficient identification which totals 100 points as well as a completed application. Should you have any difficulties in providing this identification please advise us prior to completing.

Compulsory Documentation Required For Each Applicant

DRIVERS LICENCE, PROOF OF AGE or PASSPORT (1 Only)	30 POINTS
PAY ADVICE (Current only x 4) &/or CENTRELINK STATEMENT	15 POINTS
TENANCY HISTORY LEDGER	20 POINTS
BANK STATEMENT (Showing wages &/or payments & balance)	15 POINTS
MEDICARE CARD	10 POINTS
ONE BILL e.g. TELEPHONE, ELECTRICITY or CAR REGO	15 POINTS

Additional Documentation. (Only if unable to supply all of the above)

PREVIOUS TENANCY AGREEMENT	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PENSION / HEALTH CARE CARD	15 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE:

- 1. Each applicant must supply all items listed in compulsory section.
- 2. Applicants are to supply items from second list only if unable to provide all from first list.
- Applications are to be handed in complete and with all appropriate documentation.
- Your application will be processed within 2 working days approximately.
- Once approved by the landlord, one (1) weeks holding deposit is required (bank cheque or money order only) as CASH OR EFTPOS IS NOT ACCEPTED IN OUR OFFICE.
- Lease commencement date will be scheduled once deposit is received.
- Payment required on the day of signing lease is as follows;

Four (4) weeks bond

Two (2) weeks rent (less any deposit paid)

E.g. if the weekly rent is \$380.00 the required payment is as follows:-\$380.00 holding deposit (which is the first week's rent).

You will lose this should you decide not to enter into a tenancy agreement.
+\$380.00 one week's rent

161520 00 for band (4 weeks)

+\$1520.00 for bond (4 weeks)

Total = \$2280.00

No exceptions will be made on this amount if you do not have the correct money prior to signing the lease the property will go back on the rental list.

LICENSED ESTATE AGENTS - AUCTIONEERS - PROPERTY MANAGERS



Southwest Property Centre

2/41 Oxford Road, Ingleburn NSW 2565 Phone: (02) 9605 2877

Fax: (02) 9605 6877

Email: <u>frank@southwestpropertycentre.com.au</u> **Web:** www.southwestpropertycentre.com.au

Direct Connect

This is a FREE service that connects all your utilities.

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 upon receipt to confirm the information on this application and explain the details of the services offered.

Please tick utilities as required: Electricity Gas Phone Internet Direct O Connect make a connection Removalists Insurance Cleaners Pay TV Please provide your personal details: Connection date: Year Day Month Title: First Name: Last Name: Property for connection: Date of Birth: Street No: Unit/Floor No: Dav Month Year Street Name: Licence/Passport/Medicare No: State/Country: Suburb: Post Code: State: Please provide your contact details: Home phone no: Mobile phone no: Work phone: Fax phone no: Email address:

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/l 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/l 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

Application for Tenancy

(to be completed by all adult Applicants and unaccompanied minors)

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***************************************	TENANCY D	ETAILS					
	Rent:	encement date:(if applicable):	/ / per	week / fortnight / n	term: nonth ee Clause 3)	weeks / fortni	ghts / months / years
2.	APPLICANT'	'S DETAILS					
***************************************	Name:						
	Phone (H): Email:		Phon	ne (W):		Mobile:	
	Date of Birth:	<i> </i> Dri	ver's License/18	8+ card No.:		State	e of Issue:
		nsion Card/Centrelink Car	d No :				Expiry:
	Vehicle Rego	No.:	Other:				
3.	APPLICANT	'S HISTORY					
3.1	Current Add	ress:					
	Period of Occ		Situation:	Renting / Owned / O	ther Other Si		
3.2	Rent: Previous Ad	dress (if applicable):	d: Weekly / Fo	ortnightly / Monthly			
			Situation: Name:			Pho	
			u. Weekly / I	ortnightly / Monthly	Reason for lea	ving:	
	Have you eve	er been evicted from a pre ently in debt to any Landlo	emises?	Yes No	-	ving:	
3.4 4.	Are you curre	er been evicted from a pre	emises? ord or Agent?	Yes No			furns)
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7.	OCCUPANTS			
·	Number of Adults: Number of Dependant	s:	Number of Smokers:	······································
	Full name/s of adult/s and unaccompanied minor/s to resid		emises: Please include age of ch	rildren
	1.		3.	
	2.	4	4.	
8.	REFEREES (All Referees should not be related to you)			
	Business Referee 1:	Phone:	Relationship:	
		Phone:	Relationship:	
		Phone:	Relationship:	
		Phone:	Relationship:	
9.	EMERGENCY CONTACT Note: This information is required in case we need to normal contact details are not responding.	contact yo	u as a matter of urgency arising from your tenancy a	and your
	Next of Kin:		Phone (H):	
	Address:		Phone (W):	
			Mobile:	
	Other:		Phone (H):	
	Address:		Phone (W):	
			Mobile:	
10.	PETS			X 32 - 1 (32 - 1)))))))))))))))))))))))))))
	Type/Breed:		Number: ()
11.	USE OF PREMISES		neder Research (1997) (
	Will the Premises be used for business purposes:	Yes 🔲	No	
12.	MONIES PAYABLE ON SIGNING THE TENANCY AGRE	EMENT		
``	Rent in advance (0 weeks rent):	\$0.00	From: / / To: / /	
	Rental Bond:	\$0.00	(being 0 weeks rent)	
	Sub Total:	\$0.00		
	Less Holding Fee (see Clause 3):	\$0.00	(not more than 1 weeks rent)	
	Balance due on signing Tenancy Agreement:	\$0.00		
13.	ADDITIONAL CONDITIONS			
14.	SIGNATURES			nandaranakan
	Applicant's Signature:		Agent's Signature:	
	Date: / /		Date: / /	

Terms of Application

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent.

2. Applicant Agrees

The Applicant agrees that:

- they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.

3. Holding Fee (if applicable)

- 3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.
- 3.3 If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 4.2 You as the Applicant agree the Agent may subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose personal information to:
 - the Owner of the Premises to which this Application for Tenancy applies; &/or
 - (2) (subject to the provisions of Division 2 of the Residential Tenancies Act 2010) tenancy databases for the purposes of properly assessing the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - (4) nominated Referees to confirm information provided by you; &/or
 - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - (7) Owners Corporation
- 4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not contain sufficient information to be acceptable to the Owner.
- 4.4 The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

	Applicant's	Personal Information Consent
Applicant's Signature: Date:		
	Applicant's Signature:	Date: / /

Application for Tenancy

(to be completed by all adult Applicants and unaccompanied minors)

em				Item Schedu	<u>aic</u>		
	TENANCY I	DETAILS		en et aldrichten er bescheiden.			
	Rent:	nencement date:	/ / per	week / fortnight / ı	e term: month see Clause 3)	weeks / fortnig	ghts / months / years
2.	APPLICAN	T'S DETAILS					
***********	Name:						
	Phone (H):		Phone	e (W):		Mobile:	
	Email:						
	Date of Birtl	n:	Driver's License/18	+ card No.:		State	e of Issue:
	Passport/Pe	ension Card/Centrelink C	Card No.:				Expiry:
	Vehicle Reg	go No.:	Other:				
3.	APPLICAN	T'S HISTORY					
3.1	Current Ad	dress:					
	Period of O	***************************************		Renting / Owned / 0	Other Other Situation	tion:	
	Landlord/Ag	gent Details (if applicable	*****				ne:
	Rent:		riod: Weekly / Fo	rtnightly / Monthly	Reason for leaving	j:	
3.2		ddress (if applicable):					
		ccupancy:		Renting / Owned / 0	Other Other Situa		
	Landiord/A	gent Details (if applicable	e) Name:				ne.
	D /						
2 2		Payment Pe		ortnightly / Monthly	Reason for leaving	j :	
	Have you e	ver been evicted from a	premises?	ortnightly / Monthly	Reason for leaving] :	
3.4	Have you e	ver been evicted from a rently in debt to any Lan	premises?	ortnightly / Monthly	Reason for leaving	3:	
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'. C	OCCUPANTS			
	Number of Adults:	Number of Dependants:	Number of Smokers:	
F	full name/s of adult/s and una	accompanied minor/s to reside on the Prem	ises: Please include	age of children.
			3.	
2	2.		4.	
F	REFEREES (All Referees st	nould not be related to you)		
E	Business Referee 1:	Phone:	Relationsl	nip:
E	Business Referee 2:	Phone:	Relationsl	nip:
F	Personal Referee 1:	Phone:	Relationsl	nip:
F	Personal Referee 2:	Phone:	Relations	hip:
1	EMERGENCY CONTACT Note: This information is normal contact details are r	required in case we need to contact your responding.	ou as a matter of urgency ar	ising from your tenancy and your
ı	Next of Kin:			Phone (H):
A	Address:			Phone (W):
				Mobile:
(Other:			Phone (H):
,	Address:			Phone (W):
				Mobile:
).	PETS			
	Type/Breed:			Number:
. !	USE OF PREMISES			
	Will the Premises be used for	r business purposes:	No	
2.	MONIES PAYABLE ON SIG	NING THE TENANCY AGREEMENT		
	Rent in advance (weeks rent):	From: / /	To: / /
		Rental Bond:	(being weeks re	
		Sub Total:		
	Less Hold	ling Fee (see Clause 3):	(not more than 1 weeks re	nt)
	Balance due on signing	g Tenancy Agreement:		
3.	ADDITIONAL CONDITIONS			
	ARRAMANA			

14.	SIGNATURES			
	Applicant's Signature:		Agent's Signature:	
	Date: / /		Date: / /	
.D.	Liddle Pty Ltd t/as ADL Softwar	re, 2004 - 2011	Initials	AUNSWREPM017 v1.9 (Page 2

Terms of Application

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- it is not bankrupt or insolvent.

2. Applicant Agrees

The Applicant agrees that:

- they have inspected the Premises in Item (1) and accept its condition.
- the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.

3. Holding Fee (if applicable)

- 3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.
- 3.3 If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 4.2 You as the Applicant agree the Agent may subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose personal information to:
 - the Owner of the Premises to which this Application for Tenancy applies; &/or
 - (2) (subject to the provisions of Division 2 of the Residential Tenancies Act 2010) tenancy databases for the purposes of properly assessing the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - (4) nominated Referees to confirm information provided by you; &/or
 - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - (7) Owners Corporation
- 4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not contain sufficient information to be acceptable to the Owner.
- 4.4 The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

Applicant's Personal Information Consent							
	the Agent in this Tenancy Applicat ases of my previous Letting Agents.	ion (in accordance	with the	Privad		uiries to verify the	
Applicant's Signature:		Date:	1				
					-		