

# APPLICATION FORM

PROPERTY .....

## WHAT IS NEEDED TO COMPLETE THE APPLICATION

Before any application is considered, each applicant **MUST** achieve at least a minimum of 100 check points. These points include:

Drivers Licence	40 Points
Last 4 Rent Receipts/Rent Ledger	40 Points
Reference From Landlord/Agent	30 Points
Passport	30 Points
Letter of employment	20 Points
Pay Slip/s	20 Points
Birth Certificate	20 Points
Current Car Rego Papers	10 Points
Phone, Gas and or Electricity Bills	10 Points
Council and or Water Rates	10 Points

SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE SPEAK TO THE PROPERTY MANAGER

In addition a separate application form is required for each adult that will be living at the premises.

### PLEASE NOTE:

- (2) Weeks rent, (4) weeks bond is required prior to collection of the keys.
- The above payments **MUST** only be made in **CASH, BANK CHEQUE, or MONEY ORDER**. No company or personal cheques will be accepted.
- A holding fee can only be accepted after the application for tenancy is approved. To ensure a quicker application process (usually 24-48 hours), please make sure all the required details are fully supplied prior to handing in the application.

#### C&A Real Estate

Greenway Offices  
Suite , Level 1  
222-230 Church  
Street  
PARRAMATTA 2150

Phone: 8030 5660  
Fax: 9891 5576



## Applicant to read and sign below

### PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy applicant is required under the National Privacy Principle of Privacy Act it be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other agency database for the assessment or my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we agree that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I/we fail to provide the database member with the information and acknowledgments required the database member may elect no to proceed with my/our application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

**PLEASE PRINT AND SIGN NAME BELOW**

**Applicants Name** \_\_\_\_\_

\_\_\_\_\_  
**Signed by Applicant**

\_\_\_\_\_  
**Signed by Property Manager**

**Dated**     /     /

**Dated**     /     /

# Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## A. AGENCY DETAILS

### C&A Real Estate

Ph: 8030 5660

Email: [info@carealestate.com.au](mailto:info@carealestate.com.au)

Address: PO Box 1009  
Parramatta NSW 2124

Property Manager

## B. PROPERTY DETAILS

### 1. Address of Property:

  

2. Have you inspected this property?  Yes  No

Date & Time of physical inspection:

### 3. Preferred Lease Commencement Date:

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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### 4. Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
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### 5. How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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## C. PERSONAL DETAILS

### 6.. Please give us your details

Mr  Ms  Miss  Mrs  Dr  Other

<input type="text"/>	Surname	<input type="text"/>	Given Name/s
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<input type="text"/>	Date of Birth	<input type="text"/>	Driver's licence number
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<input type="text"/>	Driver's licence expiry date	<input type="text"/>	Driver's licence state
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<input type="text"/>	Passport no.	<input type="text"/>	Passport country
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<input type="text"/>	Pension no. (if applicable)	<input type="text"/>	Pension type (if applicable)
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### 7.. Please provide your contact details

<input type="text"/>	Home phone no.	<input type="text"/>	Mobile phone no.
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<input type="text"/>	Work phone no.	<input type="text"/>	Fax no.
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Email address

### 8.. What is your current address?

  

## D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	



Please tick this box if you would like Direct Connect to contact you in relation to ANY of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to

arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.

4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

<input type="text"/>	Signature	<input type="text"/>	Date
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PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://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 such as TICA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- TICA: 1902 220 346

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

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.

<input type="text"/>	Signature	<input type="text"/>	Date
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## F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years

Months

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/fax no.

Weekly Rent Paid




12. What was your previous residential address?



13. How long did you live at this address?

Years

Months

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

Name of landlord or agent

Landlord/agent's phone/fax 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? (circle)

FULL TIME

PART TIME

CASUAL

Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)



Contact name

Phone no.



Length of employment

Net Income

Years

Months

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years

Months

\$

## 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 no.

Indoor / Out Door

1.

2.

## J. PAYMENT DETAILS

Property Rental

\$

per week OR

\$

Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Sub Total

\$

Minus holding fee

\$

Amount payable on signing tenancy agreement  
(bank cheque or money order only)

\$

## K. HOLDING DEPOSIT

The applicant and the Landlord/Landlord's Agent acknowledge and agree:

1. A holding deposit of 1 x week rent is required to be paid within 24 hours of the application being approved by the Landlord's Agent.
2. Should the holding deposit not be paid by the approved applicant within 24 hours, the Landlord's Agent is entitled to approve another applicant.
3. Until such time as the holding deposit is received, the Landlord's Agent is entitled to continue advertising of the property
4. The holding fee is to be paid via Eftpos, bank cheque or money order
5. Once the holding deposit is received by the Landlord's Agent, the advertising of the property will cease and all other applicants will be declined.
6. Should the approved applicant no longer wish to enter into a Residential Tenancy Agreement at any time after paying the holding deposit, the approved applicant will forfeit the full 1 x week rent holding deposit to the Landlord's Agent.
7. If a Residential Tenancy Agreement is entered into, the holding deposit will be contributed towards the initial costs as per Section J.

Signature of Applicant

Date