



# RELIANT REALTY

## RESIDENTIAL TENANCY APPLICATION

### IMPORTANT INFORMATION

EACH PROSPECTIVE TENANT IS REQUIRED TO COMPLETE A RESIDENTIAL TENANCY APPLICATION FORM.

### PLEASE READ THIS BEFORE COMPLETING THE RESIDENTIAL TENANCY APPLICATION FORM

### INFORMATION FOR APPLICANTS

THE ENTIRE APPLICATION MUST BE COMPLETED IN FULL AND ALL SUPPORTING DOCUMENTS ORGANISED PRIOR TO YOUR APPLICATION BEING SUBMITTED. THIS WILL ENSURE YOUR APPLICATION CAN BE PROCESSED EFFICIENTLY.

- O TENANCY APPLICATIONS WILL NOT BE ACCEPTED UNLESS THE PROPERTY BEING APPLIED FOR HAS BEEN PREVIOUSLY VIEWED.**
- O EACH PROSPECTIVE TENANT SHOULD COMPLETE A RESIDENTIAL TENANCY APPLICATION FORM.**

### HOLDING DEPOSIT

A HOLDING DEPOSIT OF ONE WEEK'S RENT WILL BE REQUIRED UPON APPROVAL PENDING THE PREPARATION OF THE RESIDENTIAL TENANCY AGREEMENT. IF THE TENANT DECIDES NOT TO ENTER INTO SUCH AN AGREEMENT THE LANDLORD WILL RETAIN THE ENTIRE HOLDING DEPOSIT. IF A RESIDENTIAL TENANCY AGREEMENT IS ENTERED INTO, THE HOLDING DEPOSIT IS TO BE PAID TOWARDS RENT FOR THE PREMISES CONCERNED.

### AVAILABILITY OF SERVICES

THE AVAILABILITY OF TELEPHONE LINES; INTERNET SERVICES, ANALOGUE, DIGITAL OR CABLE TELEVISION (AND THE ADEQUACY OF SUCH SERVICES); ARE THE SOLE RESPONSIBILITY OF THE TENANTS AND THE TENANTS SHOULD MAKE THEIR OWN ENQUIRES 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 REQUIREMENT OF THE TENANTS, AND THE TENANTS MUST RELY ON THEIR OWN ENQUIRIES.

- O REMEMBER, IT IS YOUR RESPONSIBILITY TO HAVE ALL SERVICES SUCH AS TELEPHONE, GAS, ELECTRICITY AND WATER (IF APPLICABLE) CONNECTED IN YOUR NAME TO COINCIDE WITH YOUR DATE OF OCCUPATION.**
- O IT IS ALSO YOUR RESPONSIBILITY TO INSURE YOUR POSSESSIONS. THE LANDLORD'S INSURANCE POLICY DOES NOT COVER YOUR POSSESSIONS.**

### PAYMENTS

INITIAL PAYMENTS MUST BE MADE BY BANK CHEQUE, MONEY ORDER, CASH OR DIRECT DEPOSIT + CONFIRMATION OF PAYMENT.

**PLEASE SIGN TO ACKNOWLEDGE YOU HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION.**



# RELIANT REALTY

## RENTAL PROPERTY DETAILS

ADDRESS:	
POSTCODE:	
COMMENCEMENT DATE:	
PREFERRED LEASE TERM:	

## APPLICANT DETAILS

**IMPORTANT:** EACH APPLICANT OVER THE AGE OF 18 (EIGHTEEN) IS REQUIRED TO COMPLETE A RESIDENTIAL TENANCY APPLICATION, REGARDLESS OF THEIR EMPLOYMENT STATUS, FINANCIAL SITUATION & WHETHER THEY WILL BE CONTRIBUTING TO THE RENT OR NOT.

FULL NAME:

DETAILS OF CHILDREN (IF APPLICABLE)

HOW MANY	AGES:
----------	-------

## CURRENT ADDRESS:

POSTCODE:	
HOME TELEPHONE NUMBER:	
WORK TELEPHONE NUMBER:	
MOBILE TELEPHONE NUMBER:	

DATE OF BIRTH:	/ /
DRIVER'S LICENCE NUMBER:	
VEHICLE REGISTRATION:	
ALTERNATE ID (E.G. PASSPORT)	

HOW LONG AT THIS ADDRESS:

YEARS:		MONTHS:	
--------	--	---------	--

NAME OF CURRENT LANDLORD/AGENT:

TELEPHONE NUMBER OF LANDLORD/AGENT:

REASON FOR LEAVING CURRENT ADDRESS:

## PREVIOUS ADDRESS:

POSTCODE:	

HOW LONG AT THIS ADDRESS:

YEARS:		MONTHS:	
--------	--	---------	--



# RELIANT REALTY

NAME OF PREVIOUS LANDLORD/AGENT:

TELEPHONE NUMBER OF LANDLORD/AGENT:

REASON FOR LEAVING PREVIOUS ADDRESS:

## EMPLOYMENT DETAILS

OCCUPATION:					
FULL TIME:		PART TIME:		CASUAL:	

SALARY INCOME PER WEEK (\$):	
OTHER NET INCOME PER WEEK (E.G. INVESTMENTS) (\$):	

NAME OF CURRENT EMPLOYER:

HOW LONG EMPLOYED THERE

YEARS:		MONTHS:	
--------	--	---------	--

POSITION HELD:

ADDRESS OF CURRENT EMPLOYER:	
POSTCODE:	

NAME OF CONTACT PERSON:	
TELEPHONE NUMBER:	

NAME OF PREVIOUS EMPLOYER:

HOW LONG EMPLOYED THERE

YEARS:		MONTHS:	
--------	--	---------	--

ADDRESS OF PREVIOUS EMPLOYER:	
POSTCODE:	

NAME OF CONTACT PERSON:	
TELEPHONE NUMBER:	

## PERSONAL/BUSINESS REFERENCES

(NOT RELATIVES + A LANDLINE NUMBER MUST BE PROVIDED)

NAME:	
RELATIONSHIP TO APPLICANT:	
OCCUPATION:	
TELEPHONE NUMBER:	
TELEPHONE NUMBER:	



# RELIANT REALTY

NAME:	
RELATIONSHIP TO APPLICANT:	
OCCUPATION:	
TELEPHONE NUMBER:	
TELEPHONE NUMBER:	

## EMERGENCY CONTACT DETAILS

NAME:	
RELATIONSHIP TO APPLICANT:	
HOME TELEPHONE NUMBER:	
WORK TELEPHONE NUMBER:	

## PETS

NO:		YES:	
-----	--	------	--

IF YES, NUMBER AND TYPE OF PETS:

--

## 100 POINT CHECK

IN ORDER FOR YOUR APPLICATION TO BE PROCESSED YOU MUST PROVIDE A MINIMUM 100 POINTS OF IDENTIFICATION. DOCUMENTS FROM EACH OF THE FOLLOWING CATEGORIES MUST BE PROVIDED.

<u>PHOTO ID</u>			<u>PROOF OF INCOME</u>			<u>OTHER</u>		
DRIVERS LICENCE	30 PTS	<input type="checkbox"/>	2 CURRENT PAYSLEIPS	30 PTS	<input type="checkbox"/>	CAR REGISTRATION	30 PTS	<input type="checkbox"/>
CURRENT PASSPORT	20 PTS	<input type="checkbox"/>	LETTER FROM EMPLOYER	30 PTS	<input type="checkbox"/>	BANK STATEMENT	10 PTS	<input type="checkbox"/>
PROOF OF AGE	20 PTS	<input type="checkbox"/>	BAS STATEMENT	30 PTS	<input type="checkbox"/>	TELEPHONE ACCOUNT	10 PTS	<input type="checkbox"/>
			CURRENT CENTRELINK/ INCOME STATEMENT	10 PTS	<input type="checkbox"/>	ELECTRICITY ACCOUNT	10 PTS	<input type="checkbox"/>
						BIRTH CERTIFICATE	10 PTS	<input type="checkbox"/>
						MEDICARE CARD	10 PTS	<input type="checkbox"/>

**IMPORTANT:** CURRENT & PREVIOUS LANDLORD REFERENCES & RENT RECEIPTS/LEDGER MUST ALSO BE PROVIDED/OBTAINED.

## DECLARATION

I / WE DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

I / WE ACKNOWLEDGE THAT THE AGENT HAS PERMISSION TO CHECK OUR DETAILS AS PER THIS APPLICATION. \*

APPLICANT'S SIGNATURE:	DATE:
------------------------	-------



# RELIANT REALTY

## PRIVACY

THE PERSONAL INFORMATION THE PROSPECTIVE TENANT PROVIDES IN THIS APPLICATION OR COLLECTED FROM OTHER SOURCES IS NECESSARY FOR THE AGENT TO VERIFY THE APPLICANTS IDENTITY TO PROCESS AND EVALUATE THE APPLICATION AND TO MANAGE THE TENANCY. PERSONAL INFORMATION COLLECTED ABOUT THE APPLICANTS IN THIS APPLICATION AND DURING THE COURSE OF THE TENANCY IF THE APPLICATION IS SUCCESSFUL MAY BE DISCLOSED FOR THE PURPOSES FOR WHICH IT WAS COLLECTED TO OTHER PARTIES INCLUDING THE LANDLORD, REFEREES, OTHER AGENTS AND THIRD PARTY OPERATORS OF TENANCY REFERENCES 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 APPLICATION 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 DATABASE 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.

TENANTS SIGNATURE: \_\_\_\_\_

DATE:

## TRADING REFERENCES AUSTRALIA

## 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.

1/1077 Old Princes Highway  
Engadine NSW 2233

PO Box 670  
Engadine NSW 2233

T 02 8521 6660  
F 02 8521 6696

sales@reliantrealty.com.au  
www.reliantrealty.com.au

ABN: 34 167 283 570

*Experience has its rewards*



# RELIANT REALTY

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, 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, LANDLORDS, TRADES PERSONS, EMERGENCY CONTACTS, HOUSING NSW, COMPASS HOUSING, VIDEO STORES, DENTISTS TO ASSIST THEM IN EVALUATING APPLICATIONS, FOR THE PURPOSE OF MANAGING THE PROPERTY AND REQUIREMENT OF THE TENANT/S DURING THEIR TENURE WITH THIS AGENCY 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 AND I HEREBY CONSENT TO SUCH USE AND DISCLOSURE OF THAT INFORMATION FOR THAT REASON. 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.

COPYRIGHT TRADING REFERENCE AUSTRALIA ©