

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied Each applicant must complete a separate Application

The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 8:30am-6:00pm, Saturday 9:00am - 5:00pm and Sunday 10:00am-4:00pm.

PHOTO IDENTIFICATION

When returning your application, you **MUST** submit a form of photo identification.

- Photo Identification (Drivers Licence, Passport, University, TAFE Card or 18+ Card)

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given.

✓

- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, BAS, Employee Letter or Centrelink letter).

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in New South Wales". It is important that you carefully read these documents prior to taking up tenancy.

PAYMENT of 1st week's rent.

Once the application has been approved you will be required to pay one week's rent to secure the property. **** This must be paid in cleared funds (Money Order or bank cheque). **** Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money is received.

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS

Our office is open Monday to Friday 8:30am - 6:00pm and Saturday 9:00am - 5:00 pm only.
You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent or If your weekly rent is more than \$300 per week, then you will be required to pay 1 months rent and 4 weeks bond. **This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds, either by bank cheque or money order prior to collecting the keys.

BOND LODGMENT

It is important to know that all parties signing the Bond Lodgment Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT – When signing the Tenancy Agreement, please bring your bank details

It is our company policy that all rental payments are to be made direct to the Bank. We offer 2 forms of banking methods. (1) Payment of rent by our Rent Card where you can utilise the telephone to make payments or (2) Direct bank transfer payments. This will be discussed with you in further detail when signing your Tenancy Agreement.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGY AUSTRALIA (Electricity) 13 13 67

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within SEVEN (7) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of Tenant Reference Australia, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

Money required in cheque/money order prior to moving in:

4 Weeks Bond

1 month rent in advance (weekly rent ÷ 7 x 365 ÷ 12)

2 weeks rent in advance if property is under \$300pw

RENT \$ _____ + BOND \$ _____

OFFICE USE ONLY:

Application Signed & all details complete
Photocopy Tenants ID 100 point check
TICA check: Listed Yes No Attach **F1A/B/C**
Approved: Yes No Owner Approved
Tenant Advised - request 1st weeks rent



APPLICATION FOR RESIDENTIAL TENANCY -

This application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: _____

APPLICANTS 1 DETAILS

Name	D.O.B.		/	/	optional
Contact No. Home	Work	Mobile			
Email Address	Fax No				
Number of Persons to Reside in Property		<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State			
Passport No.	18+ Card No.	Other ID			
Car Make/Model & Year		No of Cars to be kept on premises			
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed		
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			

Full name of all persons other than applicant wishing to occupy the premises

APPLICANTS 2 DETAILS

Name	D.O.B.		/	/	optional
Contact No. Home	Work	Mobile			
Email Address	Fax No				
Number of Persons to Reside in Property		<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State			
Passport No.	18+ Card No.	Other ID			
Car Make/Model & Year		No of Cars to be kept on premises			
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed		
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			

Full name of all persons other than applicant wishing to occupy the premises

APPLICANTS 3 DETAILS

Name	D.O.B.		/	/	optional
Contact No. Home	Work	Mobile			
Email Address	Fax No				
Number of Persons to Reside in Property		<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State			
Passport No.	18+ Card No.	Other ID			
Car Make/Model & Year		No of Cars to be kept on premises			
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed		
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			

Full name of all persons other than applicant wishing to occupy the premises

APPLICANT 4 DETAILS

Name	D.O.B.	/	/	optional
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of Persons to Reside in Property	<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State		
Passport No.	18+ Card No.	Other ID		
Car Make/Model & Year	No of Cars to be kept on premises			
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed		
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			

Full name of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/	/	to / / Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/	/	to / / Reason for leaving
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Name of Relative or Other Person to Contact in Case of Emergency _____

Address _____ Phone _____

APPLICANT 1 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
	<input type="checkbox"/> Pensioner Type	Allowance \$
	<input type="checkbox"/> Unemployment benefit	Allowance \$
	<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
	Address	Phone
	How long established	ABN No.
	Accountant Name	Phone
	<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

APPLICANT 2 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
	<input type="checkbox"/> Pensioner Type	Allowance \$
	<input type="checkbox"/> Unemployment benefit	Allowance \$
	<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
	Address	Phone
	How long established	ABN No.
	Accountant Name	Phone
	<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

APPLICANT 3 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
	<input type="checkbox"/> Pensioner Type	Allowance \$
	<input type="checkbox"/> Unemployment benefit	Allowance \$
	<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
	Address	Phone
	How long established	ABN No.
	Accountant Name	Phone
<input type="checkbox"/>	Other type of Income (ie. Savings or Investments)	Other Income \$

APPLICANT 4 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
	<input type="checkbox"/> Pensioner Type	Allowance \$
	<input type="checkbox"/> Unemployment benefit	Allowance \$
	<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
	Address	Phone
	How long established	ABN No.
	Accountant Name	Phone
<input type="checkbox"/>	Other type of Income (ie. Savings or Investments)	Other Income \$

QUESTIONS

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, give details _____

I, the applicant, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

TERMS & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I **authorise** the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding and the application deposit will be transferred as part bond payment.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

IMPORTANT PRIVACY NOTE: *The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy, please refer to the property manager.*

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: **SHIRE REAL ESTATE**
Address: **22/15 Terminus Street, Castle Hill**
Ph: **9899 3800**
Fax: **9899 3911**
Email: **hills@shire.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

PRIMARY PURPOSE

Before a tenancy accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

SECONDARY PURPOSE

During and after the tenancy we may need to disclose your personal information to

- Trades people to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA STATEMENT

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 4.50 per minute including GST
(higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

PRIMARY PURPOSE

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date Day / Month / Year

Witnessed

TRADING REFERENCE AUSTRALIA

AGENCY NAME:- SHIRE REAL ESTATE

AGENCY PHONE:- 9899 3800

AGENCY FAX:- 98993911

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. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that 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 appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me right of reply. I accept that if I am currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 property in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, recently put in place for residential tenants. I 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 / Video store 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1.....Gender.....DOB.....

Address.....Home Phone.....

Mobile.....Signature of Referee

Print Name of Referee 2.....Gender.....DOB.....

Address.....Home Phone.....

Mobile.....Signature of Referee.....

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. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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. If a personal search is required please print out the **Personal Disclosure and Application Form located in the "Contact us" field found on the TRA website**. Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. 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 Web: www.tradingreference.com ABN 72 098 231 219.**

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