

Tenancy Application Form

Please complete this application thoroughly and read the following key points:

1. We require all of our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or a passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide bank cheque, money order or credit card for the rental bond, and at least the first two weeks' rent.
5. When this form has been completed, please fax or email it back to Property Providers:
 - Fax: + 61-2-9969 7949
 - Email: support@propertyproviders.com.au

The following information and documentation is required by each applicant:

Identification (at least 100 points must be provided)

Current drivers licence	(40 points)	Motor vehicle registration certificate	(10 points)
Birth certificate	(30 points)	Bank statement	(10 points)
Proof of age card	(30 points)	Telephone account statement	(10 points)
Passport	(40 points)	Gas/Electric Bill statement	(10 points)
Credit Card	(20 points)	Medicare card	(20 points)

Please also attach the following documents:

Proof of rental history:

- Last form rental receipts or
- Printout of tenancy history

Proof of current address:

- Utility Statements (No greater than six months old) or
- Council rates notice

Proof of income:

- Three previous pay slips or
- Bank statement or
- If self – employed – tax returns and business registration

References:

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone Property Providers.

Property Providers™

www.propertyproviders.com.au

T+61-2-9969-7599 | F+ 61-2-9969 7949 | E support@propertyproviders.com.au

A| Suite 1, 563 Military Rd Mosman NSW 2088 ([Office Map](#))

A| PO Box 183 Spit Junction NSW 2088

Occupancy Details:

Property Name & Address - _____

Length of Lease - _____ Rent p/w - \$ _____ Commencement Date - ____/____/____

Applicant's Details:

Full Name - _____

Email - _____

Address - _____

Phone Number - _____

Date of Birth - ____/____/____

Drivers licence no. & state of issue - _____

Passport No. - _____

Country of Issue - _____

No. of vehicles (inc. caravans & trailers) - _____

Current Employment:

Current employer - _____

Employer address - _____

Contact name - _____

Contact's work phone - _____

Your position - _____ (full/part time)

Length of employment - _____

Net income - \$ _____ (p.w/p.a)

Previous Employment:

Company Name - _____

Company Address - _____

Contact name - _____

Contact's work phone - _____

Your position - _____ (full/part time)

Length of employment - _____

Net income - \$ _____ (p.w/p.a)

Tenancy Requirements:

No. of occupants - _____

No. of children (inc. ages) - _____

No. and type of pets (if agreed) - _____

Current Rental Details:

Address - _____

Current Rent - \$ _____ weekly/monthly

How long have you lived there? - ____ years ____ months

Reason for leaving - _____

Agent/landlord and phone number - _____

Personal Reference (No relatives):

Name - _____

Occupation - _____

Phone No. - _____

Address - _____

Confirmation

I confirm:

1. During my inspection of this property I found it to be in a reasonable clean condition
YES NO
2. If NO, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

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3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
 4. I confirm having received a copy of this application for my retention.
 5. I consent to the information provided in this application being verified and a reference check on Trading Reference Australia (TRA) being undertaken.

Application:

I apply for approval to rent the premises referred to in this form, I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$_____per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to Property Providers upon signing the Residential Tenancy Agreement.

Statement of costs:

Rental Bond: \$ _____
Rent in advance - \$ _____
TOTAL - \$ _____

If a holding fee is being paid on the property, the following conditions will apply:

1. The Holding Fee will only be accepted once an application has been approved by the landlord.
2. The Holding Fee of \$_____, is equivalent to one week's rent to reserve the premises in favour of you for the period of **seven days**.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the Holding Fee.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by the way of EFT.

Property Providers acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

Applicant Name _____ Signature _____ Date _____

Agent Name _____ Signature _____ Date _____

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. 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"

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.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Property Providers to verify the applicant's identity, to process and evaluate the application and 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 to this agency 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 that this agency 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, this agency may not be able to process the application and manage the tenancy.

Property Providers complies with laws protecting your privacy. The information you provide to Property Providers will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Property Providers or do not wish Property Providers to use your information for purposes other than in accordance with this Agreement, please contact the office.

Applicant Name

Signature

Date

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