

**Please ensure that all sections of the application are completed. Failure to do so could result in your application not being processed.**

**TENANCY APPLICATION**

**(Please read reverse prior to completing this application)**

Applicants Name (PLEASE PRINT):		
Address of rented premises applied for:		
Current Address:	Car Rego:	Passport No.:
Phone(h):	(w)	(m)
D.O.B:		
Next of Kin:	Ph:	

Number of persons to occupy premises – Adults:    Children:    Ages of Children:	Names of other people to occupy premises:
Preferred Period of tenancy:	Preferred Move in date:
Reason for moving:	Pets:    Yes / No    Number/Type:

<b>Occupation:</b>	
Current Employer:	Previous Employer:
Employer's Address:	Employer's Address
Period of Employment:	Period of Employment:
Work Referee:	Work Referee:
Referee Position:	Referee Position:
Contact No:	Contact No:

Current landlord/agency:	Previous rental address:
Landlord/Agency Address:	Previous Landlord/Agency:
Phone No:	Previous Landlord/Agency Address:
Current rent paid:	Phone No:

Credit References: Name of **two** Companies you have accounts with (e.g. Bank, Insurance, Mobile Phone Provider, Electricity, etc) **We do not require Account Numbers – Name of Company only:**

1.		
2.		
Personal Referees:	Relationship of personal referee:	Contact Telephone Number:
1.	1.	1.
2.	2.	2.

**THE APPLICANT STATES THAT:**

- He / she acknowledges that these referees will be verified and has no objection to same.
- The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.
- He / she is not bankrupt or insolvent.
- The premises have been inspected and any rental bond and initial payment of rent will be made by bank/building society cheque or Australian Money Order.
- He / she has received an attached handout on the Privacy Act 1988, Privacy Collection Notice.

**NOTICE:** Section 42A of the Property, Stock and Business Agents Act 1941 provides that an application to review a statement of claim or itemised account may be made to the Real Estate Services Council within 28 days after the statement of claim or itemised account is served on you.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RESERVATION OF PREMISES ONLY:**

- Subject to the acceptance of this application and in the consideration of the payment of \$\_\_\_\_\_ the applicant wishes to reserve the premises for \_\_\_\_\_ days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgment of this application and the receipt of monies.
- Should the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is fully refundable.
- If the applicant advises that he does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.
- During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

**TENANCY TERMS:**

Period \_\_\_\_\_ weeks / months, commencing on \_\_\_\_\_ Rent is \_\_\_\_\_ p.w.

First payment of rent in advance	\$ _____
Rental Bond	\$ _____
Preparation fee	\$ _____
Sub total	\$ _____
Less reservation fee (if applicable)	\$ _____
Total amount payable	\$ _____

Applicant \_\_\_\_\_ Real Estate Agent \_\_\_\_\_ Date \_\_\_\_\_  
Original to be retained by Agent with a copy immediately handed to the applicant.

Richardson & Wrench Use Only      Application received by: \_\_\_\_\_  
Drivers Licence: Sighted       Copied

**IMPORTANT INFORMATION:**  
**Please read before completing application**

Please be advised of the following guidelines when applying for rental properties with Richardson & Wrench Gladesville:-

1. Our agency reserves the right to accept multiple applications for each property.
2. A copy of photo ID is required when submitting an application. Eg. Drivers licence, passport.
3. If an application is not completed in full, or if insufficient information and references are given, an application may not be processed until such information is received.
4. Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
5. A reservation fee will not be accepted until an application is approved by the landlord of the premises.
6. Once an application is approved, a reservation fee equivalent to one weeks rent must be paid within 24 hours of approval being given. If a deposit is not received, the property will remain on the market and we will continue to accept, process and put to the landlord applications from other interested parties.
7. Reservation fees and initial payments for bond and rent in advance must be paid in bank/building society cheque or money order.
8. Bond transfers are not accepted by this office.
9. Keys will not be handed over until initial monies have been paid in full, and each applicant has signed the Residential Tenancy Agreement.
10. We will endeavour to notify you whether or not your application has been approved as soon as is possible.
11. **HELPING YOUR APPLICATION** – Where possible please provide a letter confirming employment, letter confirming tenancy and any rental receipts from your current landlord / agency.

**PRIVACY ACT 1988 - COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to 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 for which it was collected to other parties including to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent 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 the Agent holds, they can do so by contacting:

Richardson & Wrench Gladesville  
265C Victoria Road,  
Gladesville NSW 2111

Ph: (02) 9879 6311  
Fax: (02) 9879 6127  
E-mail: rentals@rnw.com.au

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.

**NAME:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 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, 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 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. 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.

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