

Laing + Simmons Glebe

TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Name: Laing & Simmons Glebe
Address: 81 Glebe Point Road, Glebe, NSW 2037
Phone: 02 9660 5333
Fax: 02 9692 9038
Email: glebe@lsre.com.au

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed.

100 Point Identification Documents

Laing & Simmons Glebe requires you to complete a 100 point identification check before you submit your application form

To complete a 100 Point Identification Check, all applicants will need to provide us with copies of documentation to the value of 100 points. Please note that your identification documents **must** be made of at least **one form of photo identification and proof of address** as noted on your application.

PRIMARY IDENTIFICATION DOCUMENTS

Points

You must use one of the following

Passport (current or expired within last two years but not cancelled)	50
Birth Certificate / Extract	50
Citizenship Certificate	35
Drivers Licence (<i>issued under Australian Law</i>)	35

SECONDARY IDENTIFICATION DOCUMENTS

Points

You must use several of the following to add to your Primary documents to reach 100 points

Bank Statement	30
Tenancy Ledger	20
Pay Slip	15
Rental Reference	15
Credit Card	10
Utility Bills (<i>one Utility bill required e.g. water, electricity, gas, council rates</i>)	10
Rent receipt	10
Medicare Card	5

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term Years Months

Date Property to be occupied / /

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

Property Manager _____ ID _____

YES I accept the premises are offered to me in the condition that I inspected.

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title	First Name	Initial
Last Name _____		
Date of Birth / /		
Current Address _____		
Suburb _____		Postcode _____
Drivers Licence Number _____		State of Issue _____
Car Registration Number _____		
Alternate ID (eg passport) _____		No _____
Pension Type _____		No _____
Home Phone Number _____		
Mobile Phone Number _____		
Email _____		
Occupation _____		
Employers Name _____		
Employer Phone Number _____		
Please provide a contact number you are available on all day		
Contact number: _____		

4. Utility Connection Services



P: 1300 554 323 | F: 1300 889 598
 www.connectnow.com.au

Moving home has never been easier!

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have

YES I accept the Terms. Please call me to connect my new home services

Signed: _____

Date: _____

PM ID: _____

5. Current SituationAre you the Owner Renter

Duration at your current address? _____ Years _____ Months

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____**6. Previous Rental History**Were you the Owner Renter

Previous Address _____

Suburb _____ Postcode _____

Duration at your previous address _____ Years _____ Months

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify _____**7. Other Information**

Number of persons occupying property _____ Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? No Yes, if Yes, please specify _____

Type of pet _____ Breed of pet _____

8. Next of Kin

Emergency Contact _____ Relationship _____

Address _____ Ph _____

Mobile _____ Other _____

13. How did you find out about this property? (Please Tick)RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER INTERNET OTHER: _____**14. Declaration**

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

9. Current Employment Details

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Length at current employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

10. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

11. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Ph _____

2. Reference name _____

Occupation _____

Relationship _____ Ph _____

12. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph _____

Campus Contact _____ Ph _____

Course Co-ordinator _____ Ph _____

Income: _____

Parents Address Overseas: _____

Signed: _____ Date / / _____



Agent Name: Laing & Simmons

Glebe

Address: 81 Glebe Point Road, Glebe, NSW 2037

Phone no: 02 9660 5333

Fax no: 02 9692 9038

Tenancy Privacy Statement

Please complete both sides of this form for your application to be processed.

Email: glebe@lsre.com.au

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Laing & Simmons Glebe collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 02 9660 5333
Facsimile: 02 9692 9238
Email: glebe@lsre.com.au
In Person: 81 Glebe Point Road, Glebe NSW 2037

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash to Laing & Simmons Glebe.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Laing & Simmons Glebe that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, is approved, will pay a holding fee of \$

This is equivalent to days rent

This will hold the Premise in favour for a period of days

From: to
or as varied in writing

1. If the Applicant has paid a holding Fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days or payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A Holding Fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 weeks rent of the residential premises.

Signed by the:

Applicant

Print Name

Date

Witness

|

Please turnover & complete all pages