

APPLICATION FOR TENANCY

With your application, you are required to provide 100 points of the following documents.

- | | |
|--|-----------------------|
| 1. Rental Ledger or rent receipts – showing a history of your rental payments | 20 points each |
| 2. Photo Identification e.g. drivers licence or passport | 40 points each |
| 3. Medicare Card | 10 points each |
| 4. Account / Invoice with your current address
e.g. phone /mobile, electricity, credit card, bank account, rates notice. | 10 points each |
| 5. Evidence of Income – pay slip or letter from employer. If self-employed, a letter from your accountant or your last tax return. If unemployed, a letter from Dept of Social Security confirming your payments. | 10 points each |
| 6. References – a written rental reference and any other written references.
If you have sold your home, please provide a copy of your rates notice or water bill and selling agent details. | 10 points each |

IMPORTANT NOTICE TO ALL APPLICANTS

Applications that are incomplete **will not be processed**. Should you have any questions whilst completing the form, please contact our office on (02) 9719 8211.

The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

The property will remain on the market until an application has been approved and a deposit has been received.

If the application is accepted – one week’s rent (deposit) will be requested to be provided as soon as possible by bank cheque or money order payable to Laing + Simmons Drummoyne, EFT or cash please ask our Leasing Consultant for details. A personal cheque will not be accepted.

If the application is not accepted – all documents will be destroyed.

I have read and understood the above information. **Signature:** _____ **Date:** _____

OFFICE USE ONLY:

PROPERTY DESCRIPTION:

LEASE TERM: 26 WKS / 52 WKS **FROM:** **TO:** **RENT:** \$ PW / PCM
6 MNTHS / 12 MNTHS

RENT INCREASE WITHIN TERM: **FROM** **RENT:** \$ PW / PCM

BOND (4xweeks) \$

RENT IN ADVANCE: \$

TOTAL \$

Less

DEPOSIT AMOUNT RECEIVED \$

AMOUNT OWING \$

TENANCY APPLICATION

NB: a tenancy application form must be completed by all adults residing at the property

187 Victoria Road Drummoyne
rentals@lsdrummoyne.com.au
www.lsdrummoyne.com.au
Tel: 9719 8211 Fax: 9719 8656

PROPERTY ADDRESS _____ Rent: \$ _____

Number of occupants: _____ Adults: _____ Children: _____ Ages: _____ / _____ / _____ / _____

Pets: Yes / No Type: _____ Age: _____

Commencement date: _____ / _____ / _____ Lease Term: 6 months/12 months/ other: _____

PERSONAL DETAILS

Mr / Mrs / Miss / Ms / Dr Full name: _____

Date of Birth: _____ / _____ / _____ Drivers Lic #: _____ State: _____

Smoker: Yes / No Vehicle Reg #: _____ State: _____

Passport #: _____ Country of Authority: _____

Mobile: _____ Home: (_____) _____ Work: (_____) _____

Email: _____

Emergency Contact: _____ Relationship to you: _____ Phone: _____

CURRENT ADDRESS: _____

Rent, *weekly*: \$ _____ Length at property: _____ Reason for leaving: _____

Agent/Landlord name: _____ Phone: _____

PREVIOUS ADDRESS: _____

Rent, *weekly*: \$ _____ Length at property: _____ Reason for leaving: _____

Agent/Landlord name: _____ Phone: _____

EMPLOYMENT DETAILS

CURRENT EMPLOYER: _____ Phone: _____

Contact Name: _____ Position: _____

Address: _____

Occupation: _____ Income, *weekly*: \$ _____ Length of employment: _____

PREVIOUS EMPLOYER: _____ Phone: _____

Contact Name: _____ Position: _____

Address: _____

Occupation: _____ Income, *weekly*: \$ _____ Length of employment: _____

If self employed:

Business name: _____ Business type: _____

Business address: _____

Income, *weekly*: \$ _____ Length: _____ A.B.N: _____

Signature: _____ **Date:** _____

Upon submitting this application, please understand the following conditions:

- We are unable to accept your application unless you have inspected the property
- You agree to take the property as it was inspected
- Keys will not be available for collection until the lease is signed & commenced & only during office hours

Signature: _____ **Date:** _____

OTHER PEOPLE TO OCCUPY THE PREMISES

Name	Relationship	Age	Name	Relationship	Age
1. _____ / _____ / _____			3. _____ / _____ / _____		
2. _____ / _____ / _____			4. _____ / _____ / _____		

OTHER INFORMATION

RENTAL PAYMENTS: Our preferred method of rent payment is weekly via Epay method – offering payment by phone, internet, credit card. Basic charge of \$3.20 per month may apply depending on payment method.

Refer: www.Epay.com.au / 1300 303 535 for further detail or contact us.

AT SIGN UP: Initial funds payable must be paid by **Bank Cheque** or **Money Order** payable to Laing & Simmons Drummoyne or **EFT** (EFT must be cleared by sign up date, therefore please transfer by EFT 3-4 days prior). Initial funds required are:

Rent in advance	2 weeks rent
Bond	4 weeks rent

SURVEY: Where did you find out about the property?

Web <input type="checkbox"/>	Office <input type="checkbox"/>	Signboard <input type="checkbox"/>	Referral / Friend/Other <input type="checkbox"/>
realestate.com <input type="checkbox"/> domain.com <input type="checkbox"/> rent.com <input type="checkbox"/> homehound.com <input type="checkbox"/>			(please specify) _____

Signature: _____ **Date:** _____

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.

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 landlords and their advisers, referees, other agents and third party operators of 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 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 us. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

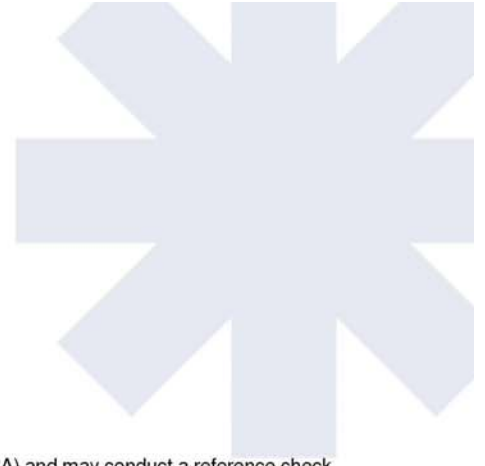
If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

The applicant acknowledges & consents to the Agent verifying personal, rental, employment and all references.

Print name: _____

Signature: _____ **Date:** _____

DISCLOSURE



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"**

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 ©



FREE UTILITY CONNECTION SERVICE

Let Laing+Simmons Move Connect reduce your stress and save you time by arranging to connect all of your services on your moving day.

- FREE service**
- One Stop Shop**
- No obligation**
- Quality suppliers**

- Yes, please call me to arrange the following services FREE of charge:
 - Electricity
 - Gas
 - Telephone
 - Internet
 - Pay TV
 - Water
 - Change of Address mail service
 - Relocation services

Meter no: _____ if available

Name: _____

Address of property to connect: _____

Contact number: _____ Date of birth: _____

Connection date: _____

Drivers Licence or Passport number: _____

If an interpreter is required, state language needed: _____

Applicant's signature: _____ Date: _____

Sales/ Property Manager name: _____

Terms and conditions:

By ticking the boxes above, you are consenting to allow Laing+Simmons Move Connect to contact you to arrange your service connection. Laing+Simmons Move Connect may need to disclose personal information about you to Utility providers to arrange your service. Laing+Simmons Move Connect and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. Laing+Simmons Move Connect and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply. Please contact Laing+Simmons Move Connect if you have not had a response within 24 hours.

Please fax to 1300 790 433
Ph: 1300 790 277 Web: www.lsmoveconnect.com.au

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or white goods

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town houses and small offices

5. King Kong



+



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Weekdays

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flat 1/2 hour call out

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Please contact our office for terms and conditions or any special offers that may be available.

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