

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)
A Photocopy of your current drivers licence (front & back) is required



A. AGENT DETAILS

Laing+Simmons Mt Druitt
Shop 3, 11 Zoe Place
Mt Druitt NSW 2770
Phone: 02 9675 5566
Fax: 02 9675 5544
Email: reception@lsmd.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

Property rental \$ per week/
 \$ per month Bond \$

4. How many people will normally occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given name/s

Date of Birth Drivers license number

Drivers license expiry date Drivers license state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

8. How did you find out about this property?
 SM Herald Internet Our % lease+ list
 Referral Street sign Wentworth Courier
 Other (Please specify)

D. UTILITY CONNECTIONS

- ★ FREE service
- ★ One Stop shop
- ★ No obligation
- ★ Quality suppliers

Laing+Simmons Move Connect
FAX 1300 790 433

Let Laing+Simmons Move Connect reduce your stress and save you time by arranging to connect your requested services on your moving day. Just tick the box below and we will contact you.

Yes! I would like Laing+Simmons Move Connect to contact me to arrange my connections.

Terms & Conditions . By ticking this box, you are consenting to Laing+Simmons Move Connect contacting you to arrange your services. Laing+Simmons Move Connect may need to disclose personal information about you to utility companies to arrange your services. 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 otherwise advised. Standard connection fees and bonds apply.

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) 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 a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

If Section D is completed, I consent to the disclosure of this page of the application form to **L S Move Connect** ABN 84 101 648 257 for the purpose of enabling **L S Move Connect** to offer the connection and disconnection services to me. Where **L S Move Connect** is requested to arrange for the provision of the services, I consent to **L S Move Connect** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **L S Move Connect** nor the Agent accept any responsibility for : any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **L S Move Connect** may receive a benefit in relation to the connection of a utility service.

Signature Date

Property manager name

Application faxed to L S Move Connect (if required)

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment ?
(FULL TIME / PART TIME / CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net income (PA)

\$

Source of other income

Net income (PA)

\$

16. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Years

Months

Net Income (PA)

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets:

Breed / type

Council registration / number

J. PAYMENT DETAILS

Property Rental

\$

per week Or

\$

per month

Rental Bond

\$

First payment of rent in advance

\$

Tenants share of cost of preparing tenancy agreement

\$ 15.00

Sub Total

\$

Less: deduct Reservations Fee (see below)

\$

Amount payable on signing tenancy agreement
(bank cheque or money order only)

\$

K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

Reservation Fees

\$

Reservation Period

Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation period:
- c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
- d) If the applicant decides not to enter into a residential tenancy agreement, and the Premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder:
- e) If the residential tenancy agreement is entered into, the fee is contributed towards rent for the premises.

Signature of Applicant

Date

Signature of the Landlords Agent

Date

L. PAYING RENT

Deposit Book _____ Internet Transfer _____ Telephone Transfer _____ B-Pay _____ Direct Debit _____

Rent can be paid to our office by using epay card System BSB _____ - _____ Account Details _____

Account Name _____



L. CONFIRMATION

I the applicant confirm the following:

- > During my inspection of the property, I found it to be in a reasonably clean condition.
- > If NO+I believe the following items should be attended to prior to the commencement of my tenancy.
- > I acknowledge that these request a subject to the landlord's approval.

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- > I acknowledge that this application is subject to the owner's approval and the owner will receive a copy of the information I have provided on this application.
- > I confirm that I have received a copy of this application.
- > I declare that I am not bankrupt.
- > I consent to the information I have provided on this application being verified and a reference check on the National Tenancy Database and Tenancy Reference Australia being undertaken.
- > This agency does not accept Bond Transfers
- > If my application is successful, I will pay a rental bond by way of bank cheque or money order to the rental bond board and pay the first month's rent by bank cheque or money order to this agency upon signing the residential tenancy agreement.
- > I will provide 100 points of ID using the following proof of identification.

40 POINTS	20 POINTS	10 POINTS
Driver's Licence	Medicare Card	Motor Vehicle Registration Cert.
Passport	Credit Card	Previous 2 rent receipts
	Current Wage advice x3	Telephone Account
	Bank Statement (previous 3 months)	Electricity Account
	Previous Tenancy Reference/Ledger	

PRIVACY STATEMENT

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 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 the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 access to the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in the application. 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.

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Signature of Applicant

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Date