



Residential Tenancy Application

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS

INTEGRAL PROPERTY PTY. LTD. ACN 104 548 692
T/as Laing+Simmons Newtown – Lic No/: 1304612
557a King Street Newtown 2042
Joanne Farah
Phone: 02 9557 4333 Fax: 02 9550 4344
Mobile: 0421 302 449 Direct: 02 8507 6005
E-mail: joanne@lsnewtown.com.au
Website: www.lsnewtown.com.au

B. PROPERTY DETAILS

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

 Postcode

1. What date would you like to move into the property?

 Day Month Year

2. What lease term will you commit to?

 Years Months

Rent amount for the property

 \$ Per week \$ per calendar month

Please note: **(all rent must be paid Per Calendar Month on 15th of each month)**

3. How many people will normally occupy the property?

 Adults Children / Age

4. Do any of the occupants have pets?

No Yes provide details below

C. PERSONAL DETAILS

5. Please give us your details

Mr. Ms. Miss Mrs. Dr.

FIRST NAME MIDDLE NAME SURNAME

Date of Birth No. of dependents

Driver's license no. Driver's license state

Make of Car Car Registration Number

Passport no. (If applicable) Country of Passport

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

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 Tenancy Agreement. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

Signature of the applicant X Date

PLEASE NOTE, That once you have been accepted to lease the property a holding deposit equal to one weeks rent will be required. If at any stage after approval you decide not to accept the property you will be charged rent at a daily rate for the number of days that the property was held for you.

What must be attached to your application

PROVIDE AS MUCH AS POSSIBLE IF NOT ALL:

- **WRITTEN REFERANCES**
 - 1 x Current Employer
 - 1 x Current agent/landlord
- **COPY OF DRIVERS LICENCE** (FRONT AND BACK)
- **COPY OF PASSPORT / VISA**
- **COPY OF 2 CURRENT PAY SLIPS**
- **TENANCY HISTORY LEDGER** (FROM PREVIOUS AGENT)
- **COUNCIL, WATER BILLS** (IF CURRENTLY OWN PROPERTY)
- **GAS/ELECTRICITY or PHONE BILL FROM CURRENT PROPERTY**
- **PARENTAL GUARANTEE** (IF PARENTS ARE PAYING THE RENT)

Agree and Accept to pay the rental amount each calendar month on the 15th day of each month, using Deft payment system provided by Laing+Simmons Newtown

Signature of the applicant X Date



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost! We will contact you within 24 hours to confirm .

**ELECTRICITY,
GAS, WATER,
TELEPHONE,
BROADBAND,
FOXTEL**

Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply

Please **DO NOT** call me. I will connect the required utilities myself.

D. APPLICANT HISTORY

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

	Years		Months
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9. Why are you leaving this address?

10. Is the property at this address:

Rented accommodation		▶▶	Go to question 11
A home you own			Go to question 12
Other – please provide details			

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
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14. Was this property:

Rented accommodation		▶▶	Go to question 15
A home you owned			Go to question 0

15. 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?

16. Please provide your employment details

What is your occupation?

What is the nature of your employment (full time/part time/casual)?

Employer's name/ Company
(Include accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name	Phone no.

Employer's Company ABN

Length of employment

	Years		Months
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17. Please provide a contact in case of emergency

Surname	Given name/s
Relationship to you	Phone no.
Postal Address	

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.	

Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by National Privacy Principles. We collect personal information about you in this form to access your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TRA Tenant Reference Australia Pty Ltd. You can find out more information about this database on its website www.tenantreference.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurer. We may also use and disclose your personal information to lodge/claim/transfer to/from the Rental Bond Board, to refer to Tribunals/ Courts and statutory authorities (where applicable), and to refer to collection agents/lawyers (where applicable). We may also send your personal information about you to the owners of any other properties that you request.

You have the right to access information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may be considered by the owner of the relevant property and may be rejected.

PRIVACY CONSENT

I, the applicant acknowledge that I have read the Privacy Disclosure Statement. above and I authorise INTEGRAL PROPERTY PTY LTD T/as Laing & Simmons Newtown to collect information about me from:

- (a) My previous letting agents and/or landlords
- (b) My personal referees and employers; and
- (c) CRA Credit Reference Australia which may contain personal information about me and my credit reference
- (d) Total Finance Solutions who may conduct searches through Credit Reference Australia which may contain personal information about me and my credit reference
- (e) Any tenancy default database (including TRA) which may contain personal information about me, I also allow INTEGRAL PROPERTY T/as Laing & Simmons Newtown to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TRA.

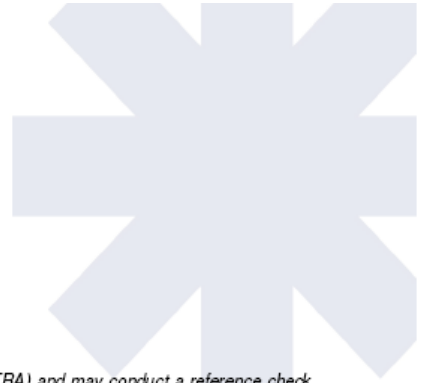
I authorise the agent to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database and to agents/landlords 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 tradespeople or equivalent organizations to contact me;
- (d) lodge/claim/transfer to/from a 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)

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.

Signature of the applicant	Date
X	



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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