

# APPLICATION FOR TENANCY

PROPERTY: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Term Sought: 6 Months / 12 Months / Other \_\_\_\_\_

**Personal Details:** Mr / Mrs / Miss / Ms / Dr

Full Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ No. of Children \_\_\_\_\_

Drivers Lic. & State / Passport: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

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**Current Address:** \_\_\_\_\_

\_\_\_\_\_

Rent PW: \$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Current Agent: \_\_\_\_\_

Agent Phone No: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Previous Address:** \_\_\_\_\_

\_\_\_\_\_

Rent PW: \$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Previous Agent: \_\_\_\_\_

Agent Phone No: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Was Bond refunded in full? YES / NO**

If No, Reason? \_\_\_\_\_

**Business/Personal Reference:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

How Long Known: \_\_\_\_\_

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**Employment Details:**

Please include evidence of income with your application Eg.  
Pay slip / Tax Return / Letter from Accountant

Current Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

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Previous Occupation: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

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**Pets:**

YES / NO Type/Breed: \_\_\_\_\_

**Smokers:**

YES / NO

**Other people to occupy the Premises:**

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

Please answer the following questions to the best of your ability. If you answer yes to any of the following questions please provide further detail:

Have you ever been evicted by any Landlord or Agent? **YES / NO**

Were any deductions made from your rental bond at your last address? **YES / NO**

Are you in debt to another Landlord or Agent? **YES / NO**

Do you agree not to let your rent fall into arrears? **YES / NO**

Have you inspected the premises applied for including garages/parking? **YES / NO**

Date Inspected: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**IMPORTANT: Please note – we are unable to accept your application unless you have inspected the property.**

**Notice to Prospective Tenants:**

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

**Where did you find out about the property:**

- Warwick Williams Real Estate Website
- Rental List/Window Display
- Domain.com.au
- Realestate.com.au
- Sydney Morning Herald
- Other \_\_\_\_\_

Have you applied for, or do you intend to apply for a property through another agent?

**YES / NO**

If yes, is our property your first preference?

**YES / NO**

Please answer honestly so as to avoid disappointment to our clients

**Required Information**

Please include the following with your Application:

- Rental ledger or rent receipts** - Showing a history of your rental payments
- Photo identification** – eg: licence or passport
- Medicare card**
- Account/Invoice with your current address** – eg: phone/mobile, electricity, credit card, bank account, Rates Notice.
- Evidence of income** – pay slip or letter from employer. If self employed a letter from your accountant or copy of your last tax return. If unemployed a letter from Department of Social Security confirming your payments.
- References** – a written rental reference and any other written references. If you have sold your home please provide copy of your Rates Notice or water account and the selling agent's details.

**If the application is accepted:** - a deposit of one week's rent is to be provided as soon as possible. This can be paid by **bank cheque, money order, credit card** (convenience fee applies) **or cleared funds by EFT/direct deposit** payable to Warwick Williams Real Estate.

Please note we **DO NOT** accept cash or personal cheques.

Property will remain on the market until an application has been approved & deposit received.

**If the application is not accepted:** all documents will be destroyed (shredded).

**Holding Deposit Information**

1. Should the owner accept this application the reservation fee will be credited towards the rent.
2. Should the applicant be approved and subsequently advise that they no longer wish to proceed, the holding deposit will be forfeited in full.

Upon lease signing, cleared funds must be paid in full including: Calendar Month or Fortnight Rent plus Bond of 4 weeks rent.

**Office Hours / Contact Information:**

Monday to Friday: 8:30am – 6pm  
Saturday: 8.45am – 4pm

**Drummoyne Office**  
200 Victoria Road  
Drummoyne NSW 2047  
Ph: 9719 8288  
Fx: 9819 6692

**Waterfront Office**  
Cnr Hill Rd & Stromboli St,  
Wentworth Point NSW 2127  
Ph: 9648 2005  
Fx: 9648 1577

**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 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.

**DECLARATION**

If more than one applicant, "I" means "we" in this form

1. The applicant gives permission to the Landlord or Agent to verbally or in writing, check and confirm any information so given and for all references to be checked.
2. I understand this Agent is a member of Trading Reference Australia Pty Ltd (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA for the purpose of that check.
3. I acknowledge that if I am 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.
4. I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord, and I hereby authorise this Agent to provide information about me to TRA in connection with that listing.
5. I acknowledge that in the event of a listing on the TRA database, information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.
6. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that may be transferred) taking any step which the former agent could have taken.

Upon submitting this application, please understand the following conditions:

- You agree to take the property as it was inspected.
- Should this application be unsuccessful, it will be destroyed by shredding.
- Keys will not be available for collection until the lease start date and only during office hours.

I, the applicant hereby authorise you, as the Agent to conduct an enquiry with Trading Reference Australia, (TRA) and/or any other searches which may verify the information provided by me.

I declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my application:

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



***Please ensure you sign this form and the TRA Disclosure form on the next page***

**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

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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.

**Warwick Williams Real Estate**

**Address:** 200 Victoria Rd, Drummoyne NSW 2047  
**Phone Number:** (02) 9719 8288  
**Fax Number:** (02) 9819 6692  
**Web:** [www.wvre.com.au](http://www.wvre.com.au)



# Direct Connect

## Your Free No Obligation Connection Service

Let us do the running around and call you to organise the connection of your utilities before you move in!

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

**Please tick utilities as required**

Electricity       Gas       Phone   
 Internet       Pay TV       Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:       Date: