

TENANCY APPLICATION

All applications for tenancy are processed through the following organisations:

- Tenancy Information Centre Australia Pty Ltd (TICA);
- Trading Reference Australia (TRA); and
- RP Data – Rental System.

We require the following information to be supplied to process an application:

1. Photographic identification – driver's licence or passport
2. References from previous landlords / agents
3. Proof of current residential address – Telstra or Integral Energy account, bank or credit card statements
4. Copies of previous rental receipts and rental ledger
5. Supporting proof of income including CentreLink statements
6. If you are a home owner, a copy of your Council Rates Notice

On approval of your application all monies paid for rent, bond and lease preparation fee must be paid by money order or bank cheque – NO CASH IS ACCEPTED!!

Applications will only be processed on a **completed** and **signed** tenancy application.

7. Our agency reserves the right to accept multiple applications for each property.
8. All adults who will occupy the premises must complete a tenancy application.
9. Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
10. A reservation fee will not be accepted until an application is approved by the landlord.
11. Once an application has been approved a reservation fee equivalent to one week's rent must be paid within 24 hours of the approval being given. If a deposit is not received, the property will remain on the market and we will continue to accept and process new applications.
12. We do not accept bond transfers at this office.

E. APPLICATION HISTORY

11. How long have you lived at your current address?
 Years Months

12. Why are you leaving this address?

13. Is the property at this address:
 Rented accommodation Go to question 14
 A home you own Go to question 15
 Other – please provide details

14. Please tell us about this rented property?
 Name of landlord or agent

 Landlord / agent's phone no. Weekly rent paid \$

15. What was your previous residential address?

 Postcode

16. How long did you live at this address?
 Years Months

17. Was this property:
 Rented accommodation Go to question 18
 A home you own Go to question 19
 Other – please provide details

18. 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?

19. Current status: Sold or Leasing *(Please circle the appropriate answer)*
 Agent Phone

F. EMPLOYMENT HISTORY

20. Please provide your employment details
 What is your occupation?

 Employer's name *(include accountant if self employed or institution if a student)*

 Employer's address

 Postcode
 Contact name Phone no.

Length of employment Years Months Net income? \$

21. Please provide your previous employment details
 Occupation?

 Employer's name:

 Length of employment Years Months Net income? \$

G. CONTACTS / REFERENCES

Please provide a contact in case of emergency
 Surname Given name/s
 Relationship to you Phone no.

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.

H. RESERVATION

RESERVATION FEE <input type="text"/> \$	RESERVATION PERIOD <input type="text"/> 7 days
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The Landlord's 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 during 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 upon which is a condition to entry 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 a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises; and
 (f) under the Trust Account Regulations we can only refund you with a Trust Account Cheque.

Signature of the applicant X Date

Property manager name

Application faxed to UtilityOne (if required)

PRIVACY ACT 1988

COLLECTION AND DISCLOSURE ACKNOWLEDGEMENT NOTICE FOR TENANTS

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. Information already held on 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 the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and / or other agents.

If the information provided is not true or complete then this agency may not be able to process the application for tenancy.

If the applicant would like access to the personal information the agent holds, they can do so by contacting the manager at:-

WILKINSONS REAL ESTATE AGENCIES
101 GEORGE STREET
WINDSOR NSW 2756
Ph: 02 4577 4344
Fax: 02 4577 3433

You can also correct this information if it is inaccurate, incomplete or out of date. Access for information will be provided at a mutually agreed appointment time.

A fee of \$25.00 will be charged for collation and provision of access to information. A fee of \$20.00 per fifteen minutes or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$1.00 per copy. The \$25.00 collation fee and the \$20.00 for the first fifteen minutes must be paid prior to the inspection appointment.

Any information collected and not used or no longer required for our records will be shredded.

I, the said applicant, declare that I give my permission to the agent to collect my information and pass such information onto landlords, operators of tenancy reference databases or other agents.

I further understand that **WILKINSONS REAL ESTATE AGENCIES** is a member of Trading References Australia and Tenancy Information Centre Australia which are tenancy database companies that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

Applicant's Name:

Applicant's Signature:

Date:

