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.



101 George Street, Windsor Phone: 02 4577 4344 Fax: 02 4577 3433

rentalwin@wilkinsonsrealestate.com.au

Application Form

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



Address: 101 George Street, Windsor

Fax: 02 4577 3433

Phone: 02 4577 4344

A.	PROPERTY DETAILS	10. Please contact me regarding CONNECTION of my utilities			
1.	What is the address of the property you would like to rent?	Utility connection services are provided by:			
	Postcode	Phone: 13 18 19 Email: contact@utilityone.com.a Fax: 1300 73 18 19 Web: www.utilityone.com.a			
	Lease commencement date? Day Month Year What lease term will you commit to? Years Months	If the box in this section is ticked, UtilityOne will use the information or this page to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). All details on this page must be completed for the service to be provided. Personal information collected by UtilityOne may be accessed by contacting UtilityOne using the contact details above. Normal service provider fees or bonds may apply.			
1	Property rental?	D. DECLARATION			
	\$ per week OR \$ per month How many people will normally occupy the property?	I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts: First payment of rent in advance			
	Adults Children Ages of children	Rental bond (4 weeks rent) \$			
6.	Please provide details of any pets:	Tenant's share of cost of preparing tenancy agreement \$			
	1.	Sub Total \$			
	Pets must remain outside at all times.	Less: deduct Reservation Fee (see below) \$			
В.	PERSONAL DETAILS	Amount payable on signing tenancy agreement (bank cheque only)			
7. Please give us your details Mr Ms Miss Mrs Other Hereby offer to rent the property from the owner under a least the Agent. I acknowledge that I will be required to pay the a					
	Surname Given name/s Date of Birth Car Registration	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 authorize 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;			
	Driver's licence no. Driver's licence state	(c) Any record, listing or database of defaults by tenants; If I default under a rental agreement, I agree that the Agent may disclose details o any such default to a tenancy default database, and to agents/landlords o properties I may apply for in the future. I am aware that the Agent will use / 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 organisations to contact me (d) lodge / claim / transfer to / from the Residential Tenancies Bond Authority (e) refer to Tribunals / Courts and Statutory Authorities (where applicable) (f) refer to collection agents / lawyers (where applicable).			
	Passport no. Passport country Pension no. (If applicable) Pension type (if applicable)				
8.	Please provide your contact details Home phone no. Mobile phone no.	I am aware that if information is not provided or I do not consent to the uses t 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 informatio on the contact details above.			
	Work phone no. Fax no.	If Section C is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation for the purpose of enabling UtilityOne to offer the connection / disconnection services to me. Where UtilityOne is requested the arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for the purpose and to obtain confirmation of the connection or disconnection. I conserved to the purpose and to obtain confirmation of the connection of the connection of the connection of the connection.			
	Email address	to UtilityOne disclosing confirmation details (including NMI, MIRN, telephon number, water company) to the Agent. I acknowledge that neither UtilityOne not the Agent accepts any responsibility for: any delay in, or failure to arrange of provide for, any connection or disconnection of a utility or for any loss is connection with such delay or failure. The Agent has a commercial relationship			
9.	What is your current address?	with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees ma receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) fror a utility service provider in relation to the connection of a utility service. There is n charge for the UtilityOne service; normal service provider fees or bonds may apply			
	Postcode	Signature Date			
		X			
C.	UTILITY ONE If you would like assistance, (at no additional charge) with the connection of telephone, electricity and gas (if applicable) to your new	NOTICE: Section 42A			

home then tick the box below. UtilityOne will then contact you and

explain the details of the services available.

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

Application Form Page 2



Address: 101 George Street, Windsor

Phone: 02 4577 4344 Fax: 02 4577 3433

	APPLICATION HISTORY			Length of employment	Net income?		
1.	How long have you lived at you	our current address?		Years	Mont	hs \$	
	Years	Months	21	. Please provide your pre	evious employm	ent details	
2.	Why are you leaving this add	ress?		Occupation?			
3.	Is the property at this address			Employer's name:			
	Rented accommodation	Go to question 14					
	A home you own	Go to question 15		Length of employment		Net income?	
	Other – please provide details			Years	Month	ns \$	
4.	Please tell us about this rente Name of landlord or agent	ed property?	G.	CONTACTS / REFEREN	CES		
			Pi	ease provide a contact in Surname		ency Given name/s	
	Landlord / agent's phone no.	Weekly rent paid					
		\$		Relationship to you		Phone no.	
5.	What was your previous resid	dential address?					
•	Triat was your provides room		Pie	ease provide two persona	al references (no	ot related to you)	
		Postcode		1. Surname		Given name/s	
6	How long did you live at this	address?					
٠.	Years I	Months		Relationship to you		Phone no.	
7	Was this property:	Working					
٠.	Rented accommodation	Go to question 18		2. Surname		Given name/s	
	A home you own	Go to question 19					
	Other – please provide details			Relationship to you		Phone no.	
8.		ation about this rented property					
	Name of landlord or agent		H.	RESERVATION			
	Leadlend / seather there are			RESERVATION FEE	R [ESERVATION PERIOD	٦
	Landlord / agent's phone no.	Weekly rent paid		Ф	Ĺ	7 days	
	NATE have despite and a district full O			The Landlord's Agent und (a) the premises will not	be let during the		ending the
	Was bond refunded in full?	If not why not?		agreement of a reside (b) the whole fee will be			e to enter
_	0			into a residential te Reservation Period;	enancy agreeme	ent for the premises d	luring the
9.	Agent Status: Sold of Leas	sing (Please circle the appropriate answer) Phone		(c) the whole fee will be the Reservation Period		andlord does not carry o her work upon which is a	
				to entry into a resident (d) if the Applicant de			I tenancy
	EMPLOYMENT HISTORY					t let or otherwise occupi may retain the portion	
0.	Please provide your employn What is your occupation?	nent details				been paid during the Ret), but must refund the re	
				(e) if a residential tenar contributed towards re	ncy agreement i	is entered into, the fee	
	Employer's name (include account	tant if self employed or institution if a student	,	(f) under the Trust Account Cheque		s we can only refund y	ou with a
	Employer o flame (metade decount	ant ii sen employed of institution ii a stadent,		Signature of the applicant		Date	
	Employer's address			X	-		
	Employer's address						
		Postcode		Property manager name			
	Contact name			L Application favod to			
	Contact name	Phone no.		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 bot 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:	

