

Tenancy Application Requirements

Tenant/s applying for a property with Place Double Bay require the following to accompany the application for tenancy.

Please Note: Office Policy

1. All documents must be provided on handing in the application to our office
2. Method of payment. All payments of rent are to be paid by direct debit – this form will be provided to you upon signing the residential tenancy agreement.
3. A bond of 4 weeks rent is to be paid for all properties, unless furnished.

MUST HAVE:

- 1. Either copy of your **current** Passport or Drivers License
- 2. Details of current real estate agency.
- 3. Details of previous real estate agency **UNLESS** you are a home owner then we need a copy of your rates notices.

*** MUST BE PROVIDED ON HANDING IN OR FAXING THE APPLICATION TO OUR OFFICE**

(A) EMPLOYED PERSON

- 1. Have available Employer's details (*Contact names and phone numbers*)
- 2. At least 2 Personal reference details (*Contact names and phone numbers*)
- 3. Bank statement or Accountant details

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(B) SELF-EMPLOYED PERSON

- 1. Copy of certificate of Business Registration
- 2. Must have Accountant details (*Company, Contact name and phone number*) **AND**
- Provide a referral letter from your accountant
- 3. Bank Statement (*Company, Contact name and phone number*)
- At least 2 Trade references and 2 Personal references (*Contact names and phone numbers*)

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(C) STUDENT/GUARANTOR

- 1. If overseas student you must have a copy of your Passport and VISA
- 2. Guarantor details (*Contact name and phone number*)
- 3. Guarantor to provide complete application and provide details in (A or B)
- 4. Guarantor Accountant and Bank Statement (*Company, Contact names and phone numbers*)
- 5. Name of University at which you study: _____

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The more details you can provide the more rapidly and efficiently your application will be processed and approved.

APPLICATIONS MUST BE HANDED IN WITHIN 24 HOURS OF VIEWING THE PROPERTY



Place Double Bay
330 New South Head Rd
Double Bay NSW 2028
Tel: 8356 8888 – Fax: 9363 9990

Tenancy Application

DEPOSIT: Yes No

Receipt No: _____ Amount: _____

Address of Premises applied for: _____

Type of Premises: _____ Furnished Unfurnished

Name: _____

Current Address: _____

Phone: (B) _____ (H) _____ (M) _____

Email: _____

Date of Birth: _____ No. of Persons to occupy the premises: _____

Marital Status: _____ Children: _____ Pets: _____

Next of Kin: _____ Phone: _____

Occupation: _____ Employer: _____

Employer's Address: _____ Phone: _____

Period of Employment: _____ Contact Name: _____

Previous Employer: _____ Phone: _____

Period of Employment: _____ Contact Name: _____

Current Landlord/Agent: _____ Phone: _____

Period of Occupancy: _____ Rent p.w: _____

Pervious Address: _____

Pervious Landlord/Agent: _____

Credit References: 1) _____

2) _____

Personal References 1) _____ Phone: _____

2) _____ Phone: _____

Driver's Licence: _____ Car Reg. No: _____

NOTE: The applicant agrees to the Agent verifying the above references



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Reservation of Premises

1. Subject to the acceptance of this application and in the consideration of the payment of \$ _____ the applicant wishes to reserve the premises for _____ days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgement of this applicant and the receipt of monies.
2. Should the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is fully refundable.
3. If the applicant advises that he/she does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.
4. During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

The Application States that:

1. The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.
2. He is not bankrupt or insolvent.
3. The premises have been inspected and any rental bond and initial payment of rent will be made in cash or bank cheque.

NOTICE: Section 42A of the Property, Stock and Business Agents ACT 1941 provides that an application to review a statement of claim of itemized account may be made to the Director-General of the Department of Fair Trading within 28 days after the statement of claim or itemized account is served on you.

Tenancy Terms

Period: _____ weeks/months, commencing on _____ Rent is _____ per week/month

First payment of rent in advance	\$ _____
Rental Bond	\$ _____
Preparation Fee	\$ _____
Sub Total	\$ _____
Less reservation fees(if applicable)	\$ _____
Total amount Payable	\$ _____

Applicant: _____ Real Estate Agent: _____ Date: _____

How did you hear about us:

SMH Internet Referral Other



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Special Conditions

Dear Applicant,

Please note that the following conditions on signing your application are applicable.

1. A full weeks holding deposit must be made in cash, bank cheque or money order and will be refunded in cheque form if your application is unsuccessful.
2. All rent is paid calendar monthly.
3. If you are successful a bank cheque for the amount will be required to move in. Please note only a bank cheque or money order will be accepted by our office.
4. All applications require a copy of your Drivers's Licence or Passport.
5. If you dispute part or all of the amount specified by the agent in this itemized account, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. By law legal action to recover the amount specified in the itemized account cannot be commenced until 28 days after it has been served on you.

PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in the 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 purposes for which it was collected to other parties including the landlord, 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 Applicant would like to access the personal information the Agent holds, they can do so by contacting Place Double Bay at 330 New South Head Rd Double Bay NSW 2028. Ph: 8356 8899 Fax: 9363 9990. 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.

Signatures

Applicant: _____ Date: _____

Agent: _____ Date: _____



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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 / or 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or 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 / or 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 / or 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 / or 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1

Gender Date of Birth Drivers Licence.....

Address

Home Phone..... Mobile Signed.....

Print Name of Referee 2

Gender Date of Birth

Address

Home Phone..... Mobile Signed:

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, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose 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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page