

APPLICATION FOR TENANCY

Thank you for choosing to apply for a property with R&W Elizabeth Bay | Potts Point. In order for us to process your application as quickly as possible we require that you complete the form thoroughly, making sure supporting documents (as per checklist) are supplied. (Please see back of form for 100 Point Identification checklist)

NB. Each applicant must complete a separate Tenancy Application
Email your completed application to: officeadmin@rwebay.com.au



Rental Property:

Property address:

Tenancy Requirements:

Length of tenancy:		
Rent: \$	per week	Commencement Date:

Occupancy Details:

No. of occupants:	No. & ages of children:
No. & type of pets:	Smoking: YES / NO

Applicants Details:

Name:		
Address:		
Phone:	Mobile:	Work:
Email:		

Personal Details:

Date of Birth:	Driver's License No / State of issue:
Passport No.:	Country of issue:

Current Rental Details:

Current Address:	
Period of Occupancy:	Rent: \$
Current Agent:	Phone:

Previous Rental Details:

Previous Address:	
Period of Occupancy:	Rent: \$
Previous Agent:	Phone:

Current Employment:

Employer:	Date Commenced:
Position:	Net Income:
Employers address:	
Contact Name:	Contact Phone No.:

Previous Employment:

Employer:	Date Commenced:
Position:	Net Income:
Employers address:	
Contact Name:	Contact Phone No.:

Personal References:

Referee 1	Name:	
Contact Number:		Relationship to you:
Referee 2	Name:	
Contact Number:		Relationship to you:

Emergency Contact:

Name:	Relationship to you:	Phone:
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Rental Payment Details:

Please note that the rent will be required to be paid per calendar month on the 1st(First) of each month via direct debit only from your nominated bank account. This will occur by default from our office – transaction fees may be charged from your bank and dishonour fees will apply. Upon signing of your lease you will be required to bring your bank account details with you to complete the registration form which will be kept confidentially on file. We do not accept cash payments for rent.

Declaration:

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 amounts as specified within this application. Information on a holding fee and costs on signing will be sent to you after acceptance of this application.

I acknowledge 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 accept the property in its current condition and with the facilities provided. I declare that I am not bankrupt.

I authorise the Agent to obtain personal information from any of the references listed along with any record, listing or database of defaults by tenants. I am aware that if my application is successful the agent may disclose personal information to other parties including the landlord, referees, other agents and third-party operators of tenancy reference databases.

Signature: _____

Date: _____

Trading Reference Australia 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, the tenant, 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, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons. 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 with the current legislation, 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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 current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification. TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this Information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes 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 understand the above information

Name: _____

Signature _____

Date _____

Richardson&Wrench Elizabeth Bay | Potts Point
Suite 2.10/46A Macleay St Potts Point
Entry via Greenknowe Ave

T: 8356 2700
E: officeadmin@rwebay.com.au

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED
BY EACH APPLICANT:**



Identification (at least 100 points must be provided)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Please also attach the following documents:

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone your property management team.