



TENANCY APPLICATION REQUIREMENTS

Your application will not be processed unless you submit the following mandatory items:

ITEM	EXAMPLE
Completed Tenancy application form	Available from office, no section to be left blank or incomplete.
Current bank statement	Counter report or 3 month statement. No ATM print offs will be accepted.
Proof of current address	Phone bill, rates notice, electricity bill, RTA papers etc...
100 points of ID (must have photo ID)	See list on page 6. Expired cards will not be accepted.
Three current pay slips	Last 3 pay slips from Employer.
Letter from employer	Written on letterhead, confirming employment and income.
Current + previous rental reference	From Landlord or Agent.
Current + previous rental ledger	From Landlord or Agent.
Proof of income – Centrelink payments	<i>Income Statement ONLY.</i> Weekly/Fortnightly letters will not be accepted.
Proof of Income – Self employed	Last financial year tax assessment and a reference from your Accountant.

IMPORTANT:

**ALL ITEMS MUST BE DATED WITHIN THE LAST TWO WEEKS.
DOCUMENTS DATED OUTSIDE THIS PERIOD WILL NOT BE ACCEPTED.**

NEPEAN OFFICE

P 02 4731 1897 F 02 4722 5309

E info@sreo.com.au

sreo.com.au

PO Box 376 Penrith BC 2751

RESIDENTIAL TENANCY APPLICATION

ADDRESS OF PREMISES APPLIED FOR _____

TYPE OF PREMISES _____ DATE _____

RESERVATION OF PREMISES

1. Subject to the acceptance of this application, the reservation fee of \$_____ reserves the premise for _____ days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgment of this application and the receipt of monies.
2. Should the owner accept this application, a reservation fee equal to the number of days/weeks that the property is reserved off the market for you, the applicant, must be paid to our office within **24 hours** of receiving confirmation of approval. This deposit will be credited towards the rent and/or /bond money payable upon the signing of a tenancy agreement. However should the application be refused, then any fees paid by you, the applicant, will be fully refunded to you by **CHEQUE ONLY**.
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. Daily rate being \$_____.
4. During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

5. **THE APPLICANT STATES THAT**

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. He/she is not bankrupt or insolvent.

The premises have been inspected and any rental bond and initial payment of rent will be made **BY BANK CHEQUE OR BY MONEY ORDER ONLY. CASH WILL NOT BE ACCEPTED.**

Please draw cheques to: 1. Rent in advance: "Sydney Real Estate Online Nepean" - Amount \$ _____
2. Bond: "Rental Bond Board" - Amount \$ _____

NOTICE:

If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve this dispute, you may apply to the Consumer, Trader & Tenancy Tribunal for a determination of the matter. The Residential Tenancy Agreement will not be entered into until the full payment of the monies prescribed have been received by our office in full.

PLEASE NOTE: PAYMENT OF 2 WEEKS RENT IN ADVANCE PLUS A BOND EQUAL TO 4 WEEKS RENT IS PAYABLE WHEN SIGNING A LEASE.

TENANCY TERMS

Period _____ weeks/months, commencing on _____

Rent is \$ _____ per week.

First Payment of Rent in Advance	\$ _____ . 00
Rental Bond	\$ _____ . 00
Ingoing Inspection Photo disk	\$ 25.00
TOTAL AMOUNT PAYABLE	\$ _____ . 00

Applicant/s: _____ Real Estate Agent: _____

RESIDENTIAL TENANCY APPLICATION

This application is submitted to the agent on: _____/_____/_____

In order to process this application all questions must be answered in full. The completion of this is not an acceptance. Failure to complete this application in full may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on _____/_____/_____ with _____(agent name)
2. I/We wish to apply to rent the above property for a period of _____ months commencing _____
3. I/We agree that the rent is \$_____ per week and that the rental bond is \$_____
4. I/We the applicant/s declare that I/we am/are not bankrupt. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. **I/We agree and understand that in the event if this application being rejected there is no requirement for the agent to disclose to me/us any reason for such rejection.**
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur in accordance with the Residential Tenancies Act to TICA DEFAULT TENANCY DATABASE and any other tenancy database, which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies and subject to payout of any default.
8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by MONEY ORDER, BANK CHEQUE OR PAYWAY CARD ONLY.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We agree that upon communication of acceptance of this application by the landlord or the agent that his tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicant/s Signature

Applicant/s Signature

Applicant/s Signature

Print name

Print name

Print name

RESIDENTIAL TENANCY APPLICATION

Surname: _____ Given Name(s): _____

Marital Status: _____ Date of Birth: _____

Drivers License No: _____ State of issue: _____ Passport No: _____

Contact Numbers: (H) _____ (W) _____ (M) _____

Email address: _____ Personal or Business (please circle)

Numbers of occupants: Adults _____ Children _____ Ages _____

Type of vehicle: _____ Registration: _____ Owned or Financed: _____

Pets: _____ Are they Registered: Yes / No Breed: _____

Current Address: _____

Period of occupancy: _____ Rent Paid: \$ _____ Bond: \$ _____

Reason for Leaving: _____

Name & Address of current Agent/Landlord: _____

Phone: _____ Fax: _____ Email: _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid: \$ _____ Bond: \$ _____

Reason for Leaving: _____

Agent/Landlord: _____ Phone: _____

Was bond refunded in full: _____

If no, why not?: _____

EMPLOYMENT

A letter from your employer is required to confirm your employment

Are you employed? Yes No Basis: _____ Weekly Salary Nett: \$ _____

Current Occupation: _____

Current Employer: _____

Full Address: _____

Phone: _____ Fax: _____

Period of employment: _____ Contact: _____

If period of current employment is less than 12 months, please complete below:

Previous Employer: _____ Period: _____

Phone: _____ Contact name: _____

If receiving benefits from Centrelink, please confirm below:

Types of benefits: _____ Amount: \$ _____ Per week or Fortnight.

EXTRA PEOPLE TO PERMANENTLY RESIDE AT PROPERTY (EXTRA ADULTS ONLY)

COPY OF ID
PROVIDED
(TICK)

1. SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ STATE _____
PASSPORT _____ LAST SUBURB _____

2. SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ STATE _____
PASSPORT _____ LAST SUBURB _____

3. SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ STATE _____
PASSPORT _____ LAST SUBURB _____

4. SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ STATE _____
PASSPORT _____ LAST SUBURB _____

FURTHER IDENTIFICATION

Name of Banking Institution: _____
 Account Name: _____ Type of Account: _____
 BSB Number: _____ (6 digits) Account Number: _____

TENANT CHECKS – (OFFICE USE)

	Web Site	
Applicant 1.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 2.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 3.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 4.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:

APPLICANT/S PREVIOUS RENTAL DETAILS

The following questions must be answered:

1. Has your tenancy ever been terminated by a landlord or agent YES / NO
If yes give details _____
2. Have you ever been refused a property by any landlord or agent YES / NO
If yes give details _____
3. Are you in debt to another landlord or agent YES / NO
If yes give details _____
4. Have any deductions ever been made from your rental bond YES / NO
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments YES / NO
If yes give details _____
6. I acknowledge that the landlord and the landlord's agent will rely on the truth of the above answers in assessing this application for tenancy.

NOTICE TO ALL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification, which totals 100 points each. Should you have difficulties in providing this identification please advise us prior to submission of your application.

ITEM	POINTS	APP. No 1	APP. No 2	APP. No 3	APP. No 4
Drivers Licence <i>OR</i>	30 Points				
Proof of Age card <i>OR</i>	30 Points				
Passport <i>OR</i>	30 Points				
Current Bank Statement	15 Points				
Pay Advice, letter or statement	15 Points				
Choose from the following for remaining points:					
Tenancy Ledger	20 Points				
Previous Tenancy Agreement	20 Points				
Rental Bond Receipt	20 Points				
Motor Vehicle Registration	15 Points				
Telephone Bill	15 Points				
Electricity Bill	15 Points				
Gas Account	15 Points				
Pension Card	15 Points				
Key Card or Credit Card	15 Points				
Health Care Card	15 Points				
Medicare Card	10 Points				
Birth Cert. Or Aust. Citizen Cert.	10 Points				
T O T A L P O I N T S:					

Privacy Act Acknowledgement Form for Tenant Applications & Approved Occupants
This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosure to TICA Default Tenancy Control Ltd (TICA) in specified circumstances. If you do not consent to the disclosures of personal information to TICA we can not process your application.

Member Name: **Sydney Real Estate Online**
Address: **PO Box 376, Penrith BC NSW 2751**
Ph: **0421 510 096**

As a professional Real Estate Agent we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purposes

Before a tenancy application is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The lessor/Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our client and verify details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess risks to our clients.

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to;

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other Real Estate Agents/Landlords.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as a Real Estate Agent. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.
TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants' personal information from its members including tenancy application enquires and tenancy History. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 Calls are charged at \$5.45 per minute including GST. (Higher from mobiles)
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137. Fee of \$14.30

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers, licence, proof of age card number and or passport number comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our help line 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones).

Signed by the Applicant

Signature

Print Name

Date

Witnessed