Tenancy Application Form

Applicant 1: _____

Applicant 2: _____

Property 1: _____

Property 2: _____

Applicants are to supply their own readable photocopies of documentation required totalling 100 points. This application will not be processed until it is fully completed with copies of supporting documents attached.

Please return this completed application form with 100 points of ID to wingham@laudersre.com.au or 49 Isabella Street, Wingham.

Applicants **MUST** include a driver's licence, passport or 18+ card, payslips and/or Centrelink statement.

100 POINTS REQUIRED IN TOTAL

DRIVERS LICENCE	**40**
PASSPORT	**40**
18+ CARD	**40**
CURRENT PAYSLIPS AND/OR CENTRELINK INCOME STATEMENT	**30**
OTHER PHOTO IDENTIFICATION	30
BIRTH CERTIFICATE	30
PREVIOUS TENANCY REFERENCE	20
MOTOR VEHICLE REGISTRATION SLIP	10
BANK STATEMENT	10
TELEPHONE AND/OR ELECTRICITY ACCOUNT	10
HEALTH CARE CARD	10
MEDICARE CARD	10

Please note: Should you have any questions, please contact our office on 02 6553 4188.

The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

If the application is not accepted – all documents will be destroyed. Applications valid for ONE month ONLY.

I have read and acknowledged the terms of this Tenancy Application.

Applicant 1 **Applicant 2**

Name:_____ Name:_____

Signed: _____ Date _____ Signed: _____ Date _____

PERSONAL DETAILS	Applicant 1:	Applicant 2:
	DOB:	DOB:
	Licence no:	Licence No:
	Passport no:	Passport no:
	Phone:	Phone:
	Email:	Email:
CURRENT ADDRESS DETAILS	Address:	Address:
	Period of Occupancy	Period of Occupancy
	Rent/Board/Mortgage per week: $	Rent/Board/Mortgage per week: $
	Agency:	Agency:
	Phone:	Phone:
	Email:	Email:
PREVIOUS RENTAL HISTORY	Address:	Address:
	Lease Start: End:	Lease Start: End:
	Rent/Board/Mortgage per week: $	Rent/Board/Mortgage per week: $
	Agency:	Agency:
	Phone:	Phone:
	Email:	Email:
	Address:	Address:
	Lease Start: End:	Lease Start: End:
	Rent/Board/Mortgage per week: $	Rent/Board/Mortgage per week: $
	Agency:	Agency:
	Phone:	Phone:
	Email:	Email:
EMPLOYMENT	Employer:	Employer:
	Position:	Position:
	Length of employment:	Length of employment:
	Manager:	Manager:
	Phone:	Phone:
	Income: $ Frequency:	Income: $ Frequency:
ADDITIONAL EMPLOYMENT	Employer:	Employer:
	Position:	Position:
	Length of employment:	Length of employment:
	Manager:	Manager:
	Phone:	Phone:
	Income: $ Frequency:	Income: $ Frequency:
SELF EMPLoYED DETAILS	Trading as:	Trading as:
	Address:	Address:
	ABN: Industry:	ABN: Industry:
	Length of employment:	Length of employment:
	Annual Income: $	Annual Income: $
	Accountant:	Accountant:
	Accountant Phone:	Accountant Phone:
STUDYING	Student ID: Institution:	Student ID: Institution:
	Course:	Course:
	Duration:	Duration:

WHO WILL BE RESIDING IN THE PROPERTY		
Names:	Relationship to Applicants:	Age:

EMERGENCY CONTACT		
Name:		
Address		
Relationship	Phone:	
Name:		
Address		
Relationship	Phone:	

MOTOR VEHICLE & PETS		
Pets:	Type/Breed	Inside/Outside
How many:	Type/Breed	Inside/Outside
	Type/Breed	Inside/Outside
Car/Motorbike	Registration:	Model:
Car/Motorbike	Registration:	Model:
Car/Motorbike	Registration:	Model:

Have you ever been terminated by any Landlord or Agent?
Are you debt to another Landlord or Agent?
Is there any reason known to you that would affect your ability to pay rent when due?
Was your rental bond at your last address refunded in full?
Please provide details if relevant: _____
Will you be applying for Department of Housing Assistance?
Are you happy for your bond to be lodged electronically?
Nominated email: _____
Do you smoke?

DECLARATION

I declare that the application information provided is true & correct. I consent to this application being verified & to the access of Tenancy information Centre Australia & National Tenancy Database records for information about my tenancy history if applicable. I apply to rent the premises referred to in this form & acknowledge that my application will be referred to the Lessor of the property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Applicant 1 **Applicant 2**

Name:_____ Name:_____

Signed: _____ Date _____ Signed: _____ Date _____

PRIVACY STATEMENT OF LAUDERS REAL ESTATE WINGHAM PTY LTD OF 49 ISABELLA STREET, WINGHAM NSW 2429 | PH: 02 6553 4188

We are an independently owned & operated business. We are bound by the national Privacy principals. We collect personal information about you in this form to assess your application for a RESIDENTIAL TENANCY. We will also check weather your details are on a tenancy default database. We use databases operated by TICA default Tenancy Controls Pty Ltd (TICA). You can find out more information about these databases on the website www.tica.com.au. Your consent to us collecting this information set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our agency collects from other sources is necessary for Lauders Real Estate to verify your identity, to process & evaluate the application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other agents & third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Lauders Real Estate & /or the Lessor/s. If you enter into a Residential Tenancy Agreement & fail to comply with your obligations under this agreement, the facts & other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases & /or other agents.
You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of ONE MONH ONLY. Lauders Real Estate will destroy all documents to comply with Privacy legislation after ONE MONTH.

PRIVACY CONSENT

I, the applicant, acknowledge that I have read the above Privacy Disclosure Statement of Lauders Real Estate.
I authorise Lauders Real Estate to collect information about me from:
My pervious letting agents & /or Lessors;
My personal referees, employers & all other references both on this application & though any other means;
Any Tenancy Default Database (inc. TICA & NTD) which may contain personal information about me.

I authorise Lauders Real Estate to refer my name & contact details to an arranger or service provider including tradespeople (to attend to work required at this property), sales people (primary & secondary agents), valuers, the Lessor, other agents, database operators, other property managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) & to authorities as required by law.

ENSURE YOU HAVE COMPLETED AND UNDERSTAND THE FOLLWING

- ☐ Attached photocopies of documents to meet 100 or more points of ID.
- ☐ Completed all details in full on the application form.
- ☐ Provided all contact details & documentation for confirmation of income source.
- ☐ Read and signed the application declaration.
- ☐ Read and signed the Privacy Disclosure Statement.
- ☐ Read and signed the application checklist. (This page)
- ☐ Read and understand methods for payment of rent if application is successful (front cover)

If the application is approved, the approved lease holders will pay an amount equal to **1 weeks rent within 24 hours of acceptance**, and the payment to be made by direct transfer.

Applicant 1 **Applicant 2**

Name:_____ Name:_____

Signed: _____ Date _____ Signed: _____ Date _____