

APPLICATION FOR TENANCY

A separate application is to be completed by all persons over 18 years who intend to live at the property.

APPLICANTS NAME: _____

PROPERTY APPLIED FOR: _____

THE APPLICATION CANNOT BE PROCESSED UNLESS THE FOLLOWING INFORMATION IS PROVIDED:

- Drivers License**
If you do not have a Drivers License you must produce other official documents such as a passport, birth certificate or photo identification.
- Tenancy Reference**
A tenancy ledger and a reference from your most current landlord together with any information from previous landlords. If no ledger is available then copies of at least your last five rent receipts must be provided.
- Proof of income**
Your last three pay slips and/or bank statements showing your income and/or Centrelink statement. A reference from your employer, if possible. If you are self-employed, documentation is required to support your business ownership i.e. copy of the business registration certificate, bank statements, letter of confirmation from the company accountant.
- Proof of Address**
Copies of telephone account, mobile phone account, electricity account, bank and/or credit card account and motor vehicle registration papers.
- Home Owners**
If your current or last address was your own home you will need to provide mortgage documents of certificate of title and/or bank statements. Reference from a selling agent and or solicitor is also very helpful.

Your Privacy

Jim Aitken & Partners Real Estate is committed to maintaining your privacy and our privacy policy is available upon request. The document is also displayed in each of our offices.

In order for us to process your application certain information must be obtained and confirmed. The authority for us to obtain this information is on the following page. If you do not consent to us obtaining this information it is unlikely that we will be able to approve your application.

Processing Times

Time taken to approve your application will depend upon demand and upon the time taken for your referees, employer and previous landlords/agents to confirm the details of your application. We will advise you of the outcome normally within three business days of your application being submitted however this may be longer in some circumstances.

Connection of Services

Connection of services such as electricity, gas and telephone are your responsibility and should be arranged by you prior to occupying the premises. All costs of these services are born by your. Please refer to the Direct Connect section of the application for a free utility connection service. The landlord is responsible for services provided by Sydney Water.

Property Management Office Locations

Emu Plains	91 Great Western Highway, Emu Plains NSW 2750	Phone: 02 4735 8888 Fax:02 4735 1562 Email: emuplains2@jimaitken.com.au
Glenbrook	5 Wascoe Street, Glenbrook NSW 2773	Phone: 02 4739 1111 Fax:02 4739 2078 Email: glenbrook@jimaitken.com.au
Glenmore Park	30 Mulgoa Road, Regentville NSW 2745	Phone: 02 4733 6999 Fax:02 4733 1666 Email: glenmorepark@jimaitken.com.au
Penrith	429 High Street, Penrith NSW 2750	Ph: 02 4722 5000 Fax: 02 4722 5200 Email: penrith@jimaitken.com.au
Springwood	7 Great Western Highway, Valley Heights NSW 2777	Phone: 02 4751 8888 Fax:02 4751 6033 Email: springwood@jimaitken.com.au



PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & 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 disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

JIM AITKEN + PARTNERS REAL ESTATE

As a professional asset manager we collect personal information about you. You can access the information we collect by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy 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 clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

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

- Trades people 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 asset managers / owners.

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 an asset manager. 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 inquiries 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 \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self-addressed envelope is required.

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. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than 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 license number, proof of age card number and or passport number (except Australian), 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 \$ 4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant:

Signature _____

Print Name _____

Date: _____

APPLICANT'S PERSONAL INFORMATION

Rental Property You Are Applying For?

Address: _____

How Did You Find Out About This Property?

- Penrith Press Internet Front window display Walk in one of our offices
 Referral Signs Other _____

What date did you view the home internally: _____ Appointment Time: _____

The name of the Property Manager who showed you the property: _____

Did you find the property to be reasonably clean and tidy and in reasonable repair at the time of your Inspection? YES / NO

Further Comments _____

Any work you believe this property requires before you commence a tenancy _____

Name of All Co-Applicants: _____

Tenancy Requirements

Proposed Commencement Date: _____ Proposed Length Of Tenancy: _____

What are your intentions on how long you are Intending to reside at the property: _____

Applicant's Full Name and Address

First & Middle Name: _____ Last Name: _____

Maiden Name or Other Names you have been known as _____

Current Address: _____

Applicant's Contact Details	☎ (Home)	☎ (Work)
	☎ (Mobile)	E-Mail
Personal Details	Drivers License Number: _____	Passport Number: _____
	Drivers License Expiry Date: _____	Expiry Date: _____
	Date Of Birth: _____	Are you an Australian Citizen? YES / NO



Your Free No Obligation Utility Connection Service. Please tick utilities as required (they will call to confirm your details & connection timings)

- Electricity Internet Gas Phone Pay TV

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

Applicant's Signature _____ **Date:** _____

Vehicles that will be kept at the premises: Note: only registered vehicles are permitted at the property.	Vehicle Make & Model	Vehicle Licence Plates	Name of Registered Owner
Occupancy Details	Total number of Occupants who will live in this property: _____ No. adults (18+) to occupy: _____ No. children to occupy _____ Age/s of children _____ Any other occupants/children that will stay occasionally: _____ If so how often: _____		
Current Residence Details	Current Rent/Mortgage: \$ _____ Per Week Why are you moving? _____ _____ How long have you lived there? _____ From: _____ To: _____ Has your rent/mortgage always been paid on time? YES / NO Have you kept the property in a clean & maintained state at all times? YES / NO	Name of Property Manager/Landlord: _____ _____ Name of Real Estate Agency: _____ _____ Phone Numbers: _____ Fax Number: _____ Agent/Landlord's Address: _____ _____ _____	
Previous Residence Details	Current Rent/Mortgage: \$ _____ Per Week Why did you move? _____ _____ Was your bond fully refunded? YES / NO	Name of Property Manager/Landlord: _____ _____ Name of Real Estate Agency: _____ Phone Numbers: _____	
	Were there any issues upon you vacating the property?		
Pets	Do you have any pets? YES* / NO *If yes, what are the total number of pets: _____		
	Are they: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor & Outdoor <input type="checkbox"/> Other _____		
	Type & Breed	Size (Small, Medium, Large)	Council Registration Number
	1.		
	2.		
	I acknowledge that no pets can be kept at the premises unless discusses with Property Management & a Pet Clause is added to the Lease.		
Employment	Your Occupation: _____ Company Name: _____		
	Address: _____		
	ABN: _____ Manager/Supervision's Name: _____		
	Terms: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Self-Employed <input type="checkbox"/> Centrelink		
	Length or date of commencement of employment: _____		
	☎ (Office)		☎ (Pay Roll)
	☎ (Mobile)		Email
	If Self Employed/ Sub-Contractor: Accountant Name: _____ ABN: _____		
	☎ (Office)		Fax
	Net Income \$ _____ Per Week What is the date on your latest Pay slip: ____/____/____		
What is your Year to Date (YTD) Net income balance on your pay slip? \$ _____			
Centrelink or other government payments: Reference number: _____			
\$ _____ (Fortnightly) Type of payment: _____			
\$ _____ (Fortnightly) Type of payment: _____			

Employment (Continued)	<p><i>If currently unemployed or in transition, proof that you do have savings and can afford the rent and living expenses.</i></p> <p>Current bank balance \$ _____</p> <p>Bank: _____ Account Name: _____</p> <p>BSB: _____ Account Number: _____</p> <p><i>*Please provide copy of statement/letter from bank confirming your account status.</i></p> <p>Other Information: _____</p> <p>_____</p>																							
Previous Employment (If you have been employed for less than 12 months)	<p>Your Occupation: _____ Company Name: _____</p> <p>Address: _____</p> <p>ABN: _____ Manager/Supervision's Name: _____</p> <p>Terms: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Self-Employed <input type="checkbox"/> Centrelink</p> <p>Length of employment: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">☎ (Office)</td> <td style="width:50%;">☎ (Pay Roll)</td> </tr> <tr> <td>☎ (Mobile)</td> <td>E-Mail</td> </tr> </table> <p><i>If Self Employed/ Sub-Contractor:</i></p> <p>Accountant Name: _____ ABN: _____</p> <p>Address: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">☎ (Office)</td> <td style="width:50%;">Fax</td> </tr> </table> <p>Net Income \$ _____ Per Week What is the date on your latest Pay slip: ____/____/____</p> <p>What is your Year to Date (YTD) Net income balance on your pay slip? \$ _____</p> <p>Centrelink or other government payments: Reference number: _____</p> <p><i>State all types of income received per fortnight.</i></p> <p>\$ _____ Type of payment: _____</p> <p>\$ _____ Type of payment: _____</p>				☎ (Office)	☎ (Pay Roll)	☎ (Mobile)	E-Mail	☎ (Office)	Fax														
☎ (Office)	☎ (Pay Roll)																							
☎ (Mobile)	E-Mail																							
☎ (Office)	Fax																							
Expenses	<p>Total amount of all loan repayments, credit card payments or other finance repayments you are obligated to each week:</p> <p>\$ _____ <i>(Please provide proof of balances/repayments. E.g. Bank Statements or letter from Lender)</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Loans</th> <th style="width:20%;">Name of Lender</th> <th style="width:20%;">Amount Owning</th> <th style="width:20%;">Repayment Amount</th> <th style="width:20%;">Frequency (W / F / M)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Loans	Name of Lender	Amount Owning	Repayment Amount	Frequency (W / F / M)															
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References (not relatives)	<p>Please provide the details of three people who can serve as references below:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Name</th> <th style="width:25%;">Address</th> <th style="width:25%;">☎ (Work/Mobile)</th> <th style="width:25%;">Occupation</th> </tr> </thead> <tbody> <tr><td>1.</td><td> </td><td> </td><td> </td></tr> <tr><td>2.</td><td> </td><td> </td><td> </td></tr> <tr><td>3.</td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Address	☎ (Work/Mobile)	Occupation	1.				2.				3.							
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2.																								
3.																								
Nearest Relative Not Living With You (Someone to Contact in Case of Emergency)	<p>Name _____</p> <p>Address _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Relationship</td> <td style="width:25%;">☎ (Home)</td> <td style="width:25%;">☎ (Work)</td> </tr> <tr> <td> </td> <td>☎ (Mobile)</td> <td>Email</td> </tr> </table>				Relationship	☎ (Home)	☎ (Work)		☎ (Mobile)	Email														
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Application

I, the Applicant apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their acceptance. Should the application be approved I understand that the agent will to prepare a Residential Tenancy Agreement for the premises. I, the Applicant, declare that I am not a bankrupt or an un-discharged bankrupt and that the information provided by me is true and correct. I have inspected the property and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$_____ per week. I consent to the information provided in this application being verified and a reference check on the T.I.C.A, Barclays, R.P Data, and Tenant Reference Australia (TRA) being undertaken.

Statement of Costs:

Rental Bond x 4 weeks rent	\$
Two weeks rent in advance	\$
Residential Tenancy Agreement (Lease) Preparation fee (50% of Total Cost)	\$15.00

ALL INITIAL PAYMENTS WILL ONLY BE ACCEPTED IN THE FORM OF BANK CHEQUE, MONEY ORDER, AND EFT/BANK DEPOSIT.

Reservation Fee & Acknowledgement of Reservation Conditions

It is hereby acknowledged:

1. That the Applicant has paid a Reservation Fee of \$_____ which is equivalent to seven days rent. This is in order to reserve the premises for the Applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the Applicant for a period of _____ days.
3. That during this period, the premises will not be reserved for any other Applicant nor will a Reservation Fee be received from any other Applicant.
4. That should the Landlord decline the application the Reservation Fee will be refunded to the Applicant in full.
5. That should the Landlord accept this application the Reservation Fee will be paid towards the rent for the premises.
6. That should the Applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the Applicant on a pro-rata basis.
7. That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.
8. Jim Aitken & Partners, acting for the Landlord, acknowledge receipt of the above Application and the Accompanying Reservation Fee and agree:
 - To reserve the premises for the period and in accordance with the conditions above stated.
 - To notify the Applicant within the reservation period whether or not the Applicant has been approved.
 - If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

PLEASE UTILISE THIS SPACE FOR SUPPLYING US WITH ANY ADDITIONAL COMMENTS AND/OR INFORMATION

I confirm that all the details contained in this application are true to the best of my knowledge and acknowledge that any inaccuracies are grounds for refusing this application and or ending any tenancy that may occur as a result of this application. I also acknowledge that the landlord and/or agent has no obligation to give any reason whatsoever for refusing or accepting this application.

Applicant's Signature _____ **Date:** _____

Office Use Only	Date Application Received into Office: ____ / ____ / _____	Application Received By: _____
	Were all necessary document provided in order to process this application? _____	