

PROPERTY:

DATE INSPECTED: (Compulsory prior to submitting application)

## CONDITIONS OF APPLICATION

- PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED, 4 SIGNATURES ARE REQUIRED ON THE BACKPAGE.
- AS A CONDITION OF PROCESSING THIS APPLICATION AND BASED ON APPROVAL, OUR OFFICE OPERATES ON A DIRECT DEBIT RENTAL PAYMENT SYSTEM ONLY, DEBIT EVERY THURSDAY OR FRIDAY.
- WATER USAGE WILL BE DIRECT DEBITED AFTER 21 DAYS UPON INVOICE EMAILED OUT TO THE TENANT.
- ALL APPLICATIONS FOR TENANCY ARE REFERRED TO TICA AND TRA FOR A TENANCY DATABASE CHECK.
- LANDLORDS ARE NOT RESPONSIBLE FOR CONNECTION OF TELEPHONE LINES, TV ANTENNA'S & INTERNET SERVICES. TENANTS ARE RESPONSIBLE TO CHECK IF CURRENT INTERNET/PHONE PROVIDER IS AVAILABLE IN HOUSE APPLYING FOR.
- ALL CORRESPONDENCE TO TENANTS IS VIA EMAIL.

## IDENTIFICATION CHECKLIST

Combined Real Estate requires the following identification to be submitted along with this application. Should you not be able to provide any of the documents required from at least the below categories, please contact our office for further information on substituting any documents.

**Each Applicant must provide one item from each category. Tenants MUST SUPPLY Licence or Passport AND Bank Statement.**

Photo Identification	<input type="checkbox"/> Passport	<input type="checkbox"/> Current Drivers Licence	<input type="checkbox"/> Proof of Age Card
Proof of Address	<input type="checkbox"/> Council/Water Rates	<input type="checkbox"/> Utility Bills	<input type="checkbox"/> Current Lease Agreement
Proof of Rental/Mortgage history	<input type="checkbox"/> Current or most recent Tenant Ledger		<input type="checkbox"/> Proof of ownership (Mortgage Statement)
Proof of Income	<input type="checkbox"/> Most recent Bank Statements	<input type="checkbox"/> 2 recent Payslips	<input type="checkbox"/> Self employed - letter from accountant of proof of income
Other Identification	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> ATM card	<input type="checkbox"/> Vehicle Registration
	<input type="checkbox"/> Private rental letter from landlord (if applicable)		

### Successful Applicants: The following is required

- The applicant is required to pay a reservation fee equivalent to (1) weeks rent to reserve the premises in favour of the approved applicant for a period of (1) week in the form of a bank cheque, money order or EFT made payable to Combined Real Estate Camden within 24 hours unless otherwise advised by our office.
- If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the deposit will be refunded to the applicant.
- Should the applicant advise they will not be proceeding with the tenancy, the deposit will be forfeited and the owner may keep the whole of the deposit.
- 4 weeks bond (can be lodged via rental bonds online) <https://rbo.fairtrading.nsw.gov.au/tenant/login>
- The applicant will also be required to pay a further (1) weeks rent in the form of a bank cheque or money order made payable to Combined Real Estate Camden at the time of signing the Residential Tenancy Agreement.

### Unsuccessful Applicants: The following service is supplied

- Without Prejudice our office will notify you by text message that your application has been declined. Our office reserves the right to withhold information regarding tenancy selection by the landlord.
- Should your application be declined, please indicate if you wish to pick up your application within 24 hours, otherwise all documents will be destroyed to ensure your privacy.

Print Name

Signature

Pick up application \_\_\_\_ Yes / \_\_\_\_ No

## FREE UTILITY CONNECTION SERVICE

**myconnect**<sup>®</sup>  
a really smart move

**MyConnect will contact you to connect your utilities for FREE**



**Yes, Please Contact Me**

Interpreter required

OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Get in touch: ☎ 1300 854 478 ✉ [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au) 🌐 [myconnect.com.au](http://myconnect.com.au)

## PROPERTY DETAILS

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Lease Commencement Date: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_

How many tenants will occupy the property?

Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

## PERSONAL DETAILS (please fill all applicable boxes)

Mr  Ms  Miss  Mrs  Other:

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Licence Number: \_\_\_\_\_ State: \_\_\_\_\_

Licence Expiry: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Relationship to other Applicant: \_\_\_\_\_

Smoker or Non-Smoker: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPLICANTS HISTORY

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_

How long have you lived at this address: \_\_\_\_\_

Reason for leaving this address: \_\_\_\_\_  
\_\_\_\_\_

Landlord or Rental/Sales Agent details of the property:

Landlord/Agent Phone: \_\_\_\_\_

Weekly Rent paid: \$ \_\_\_\_\_

**Previous Address (1):** \_\_\_\_\_  
\_\_\_\_\_

How long did you live at this address: \_\_\_\_\_

Landlord or Rental/Sales Agent details of the property:

Landlord/Agent Phone: \_\_\_\_\_

Weekly Rent paid: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

Was bond refunded in full? If no, why not? \_\_\_\_\_  
\_\_\_\_\_

**Previous Address (2):** \_\_\_\_\_  
\_\_\_\_\_

How long did you live at this address: \_\_\_\_\_

Landlord or Rental/Sales Agent details of the property:

Landlord/Agent Phone: \_\_\_\_\_

Weekly Rent paid: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

Was bond refunded in full? If no, why not? \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

**Current Occupation:** \_\_\_\_\_

Nature of employment: (Full Time/Part Time/Casual) \_\_\_\_\_

Employer's Name: (Accountant details if self-employed)

ABN: \_\_\_\_\_ Company name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
\_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net weekly income: \$ \_\_\_\_\_

**Previous Occupation:** \_\_\_\_\_

Previous Employer's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Net weekly income: \$ \_\_\_\_\_

## CONTACTS / REFERENCES

**Provide a contact in case of emergency (not other applicant)**

**Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please provide 2 personal references (not related to you)**

**1. Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**2. Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## IF YOU HAVE PETS

**1. Name:** \_\_\_\_\_

Type/Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Desexed:  Yes  No Are they:  Inside  Outside

**2. Name:** \_\_\_\_\_

Type/Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Desexed:  Yes  No Are they:  Inside  Outside

**RESERVATION**

Once the Application is approved, I agree to the following:

- (a) The Reservation fee of \$ \_\_\_\_\_, is equivalent to one weeks rent to reserve the premises in you favour for the period of seven days
- (b) That the reservation fee will be banked into a trust account and any refund given will by way of Cheque.
- (c) The reservation fee will be paid towards the first weeks rent.
- (e) That should the applicant decide not to proceed, the landlord has the right to retain the whole Reservation Fee

During my inspection of this property I found it to be in a reasonable condition: Yes  No

If "No", I believe the following items below should be attended to prior to the commencement of the tenancy. I do acknowledge that these items are subject to the Landlords approval:

\_\_\_\_\_

Signature of Applicant

Date

X

**PRIVACY DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including all pages) is true and correct and given of my own free will. I declare that I have inspected the premises and that I am not bankrupt.

I authorize the agent to obtain personal information from:

- (a) the owner or the agent of my current or previous residence;
- (b) my personal referees and employers
- (c) any record listing or database by defaults of tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease tenancy documents
- (c) allow trades people or equivalent organization contact me
- (d) lodge / claim / transfer a Bond authority
- (e) refer to Tribunals / Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents / lawyers (where applicable)
- (g) Complete a credit check with T.I.C.A (TICA Default Tenancy Control Pty Ltd) and T.R.A (Tenants Reference Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease / tenancy of the premises. I am aware that I may access my personal information on the contact details above.

Signature of Applicant

Date

X

**TRA DISCLOSURE**

I hereby offer to rent the property from the owner under a lease to be prepared by 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 used by or disclosed 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 and c) for direct marketing purposes unless I have notified you that I do not consent to my information used for direct marketing purposes. 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 references have given permission for me to use them. I also recognise 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 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).

**AGENCY REQUIREMENTS:**

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

**"I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section"**

Print Name of Tenant

Signature of Tenant

Date

X

**TICA STATEMENT**

As the TICA Group may collect personal information about you, the following information about the TICA Group 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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications. TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 the TICA Group 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 mobile or pay phone)
- Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

**Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

**Further Information about TICA**

Full details about TICA including its deletion time frame policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Print Name of Tenant

Signature of Tenant

Date

X