



WILLIAMS MACHIN REAL ESTATE

Address: 37 Sale Street, Orange NSW 2800

Phone: (02) 6362 6966

Fax: (02) 6362 2760

Email: propertymanagement@williamsmachin.com.au

Website: www.williamsmachin.com.au

APPLICATION FOR TENANCY

PROPERTY ADDRESS; _____

APPLICANT NAME; _____

Our agency welcomes your application and any queries you may have about the property, tenancy or application process.

In order to process your application all questions must be answered fully.

One application form is to be completed per person wishing to reside at the property. The completion of this application is not an acceptance. Failure to fully complete may result in the application not being processed.

I/We that 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.

1. I/We have inspected the property on the _____ (day) of _____ (month) _____ (year).
2. I/We wish to apply to rent the above property for a period of 6 / 12 months (please circle), _____ commencing on _____ (please indicate lease start date).
3. I/We agree that the rent is \$ _____ per week and that the rental bond is \$ _____ (4 weeks rent)
4. I/We the applicant/s declare that I/We am/are not bankrupt and that I/We have not entered into any scheme of arrangement for payment of monies owing to any creditors.
5. I/We authorize the agent to access and check any information that may be listed on me/us and we will list any defaulting tenants 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 of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for rejection of this application.
7. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by direct deposit, bank cheque or eftpos.
8. I/We understand that should I/We withdraw my/our application once a deposit has been paid that no monies will be refunded.
9. I/We understand that all tenants whom their names appear on the lease must sign the original lease documents prior to the keys being issued.
10. 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.
11. I/We agree that I/We will abide by the policies of the office or the agent as may be provided to me/us in relation to this tenancy.
12. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
13. I/We agree that upon communication of acceptance of this application by the landlord or their agent that this 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.
14. Do you have access to your own lawn mower? Yes / No (please circle one).
15. I/We understand that if pets are approved to reside at the property, they are external only and are not permitted to enter inside the property unless otherwise agreed with the landlord or agent.

APPLICANT SIGNATURE

X _____















APPLICANT PRINT NAME

DATE

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS				
Williams Machin Real Estate				
Address:	37 Sale Street, ORANGE NSW 2800			
Phone Number:	(02) 6362 6966			
Fax Number:	(02) 6362 2760			
Email Address:	propertymanagement@williamsmachin.com.au			
Web:	www.williamsmachin.com			
B. PROPERTY DETAILS				
1. What is the address of the property you would like to rent?				
<input type="text"/>				
<input type="text"/>				
Postcode <input type="text"/>				
2. Lease commencement date?				
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year			
3. Lease term?				
<input type="text"/> Years	<input type="text"/> Months <input type="text"/> Price per week			
4. How many tenants will occupy the property?				
<input type="text"/> Adults	Childrens <input type="text"/>			
<input type="text"/> Children	DOB <input type="text"/>			
C. PERSONAL DETAILS				
5. Please give us your details				
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Surname <input type="text"/>		Given Name/s <input type="text"/>		
Date of Birth <input type="text"/>	Driver's licence number <input type="text"/>			
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>			
Passport no. <input type="text"/>	Passport country <input type="text"/>			
Pension no. (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>			
6. Please provide your contact details				
Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>			
Work phone no. <input type="text"/>	Fax no. <input type="text"/>			
Email address <input type="text"/>				

D. UTILITY CONNECTIONS		
 <i>a really smart move</i>		
MyConnect will call you to arrange free connection of your required utilities		
 1300 854 478	 enquiry@myconnect.com.au	 myconnect.com.au
<input checked="" type="checkbox"/> Yes, Please Contact Me	<input type="checkbox"/> Interpreter service (tick if required)	
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.		
<input type="checkbox"/> OR Tick here to opt out		
		
		
		
		
E. PRIVACY POLICY		
The personal information the prospective tenant provides in this application or collected from other sources necessary for the agent to verify the applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of the tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or agents.		
If the applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.		
If the information is not provided, that agent may not be able to process the application and manage the tenancy.		
I/We the applicant/s are aware that during and after a tenancy Williams Machin Real Estate may need to disclose my/our personal information to:		
<ul style="list-style-type: none">• Tradespeople to contact the applicant for repairs & maintenance of the property;• Valuers/Agents to contact the applicant for valuations of the property;• Refer to Tribunals or Courts having jurisdiction on seeking orders or remedies;• Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded;• Refer to Tenancy Databases to record details of applicants tenancy history;• Refer to Lessors/Owners insurer in the event of an insurance claim;• To provide future rental references to other agents/owners		
Signature of Applicant		Date
<input type="text"/>		<input type="text"/>

F. APPLICANT HISTORY**7. What is your current address?****8. How long have you lived at your current address?** Years Months**9. Why are you leaving this address?****10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$**11. What was your previous residential address?****12. How long did you live at this address?** Years Months**13. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Contact name

Phone no.

Length of employment

 Years Months

Net Income

 \$**15. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

 Years Months

Net Income

 \$**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

Residential address

17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**18. Car Registration / Make / Model (1)****Car Registration / Make / Model (2)****19. Please provide details of any pets**

Breed/type

Council registration / number

20. How did you find out about this property? Newspaper The Internet Local Paper Office Office Window Sign Board at property Referral Other (specify)**J. PAYMENT DETAILS (OFFICE USE ONLY)**

Property Rental

 \$ per week

notes:

First payment of rent in advance

Rental Bond (4 weeks rent):

 \$

Sub Total

Less: Holding deposit (see below)

Amount payable on signing tenancy agreement
(bank cheque or money order only)**Signature of Landlords agent****Date****Signature of Applicant** X**Date**



K. APPLICATION CRITERIA CHECKLIST

100 points of identification must confirm name and either (or both of) current residential address and/or date of birth.

PRIMARY DOCUMENTS (70 POINTS)	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Current Passport <input type="checkbox"/> Citizenship Certificate
SECONDARY DOCUMENTS WITH PHOTOGRAPH (40 POINTS)	<input type="checkbox"/> Current Australian Driver's Licence <input type="checkbox"/> Proof of Age Card or Photo Card
SECONDARY DOCUMENTS (25 POINTS)	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Pension Card <input type="checkbox"/> Rates Notice <input type="checkbox"/> Utility Record <input type="checkbox"/> Current Pay Advice (most current two) <input type="checkbox"/> Current Centrelink Statement <input type="checkbox"/> Australian Taxation Office Notice

L. TICA DECLARATION

Primary Purpose

Before a tenancy 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 and TICA Assist 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 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 and affiliated industries
 - Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
 - Refer to 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.

APPLICANT SIGNATURE

X

DATE

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the Australian 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 Australian 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, proof of identity will be required and can be made by any of the following ways:
PHONE: 1902 220 346 (calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)
MAIL: TICA Public Enquiries PO BOX 120, CONCORD NSW 2137 (a 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. TICA does not provide any information that it collects to any other individual or organization 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 TICA.

The personal information that the TICA Group may hold is as follows:

Name, date of birth, drivers licence 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 and which members you applied to.

PRINT NAME

WITNESSED

M. 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 the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
 - (b) My personal referees and employer/s;
 - (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with TICA

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 personal information on the contact details above.

APPLICANT SIGNATURE

X

APPLICANT PRINT NAME

DATE

AGENT SIGNATURE

AGENT PRINT NAME

DATE