



RENTAL TENANCY APPLICATION FORM

Legend property

18A/1 Lakeside Rd, Eastwood NSW 2122

Ph: 02 9283 3008

Website: www.legendproperty.com.au

Email: rental@legendproperty.com.au

Proposed Property

Address: _____ Post Code: _____

Rent Per Week: \$ _____ Bond Amount: \$ _____

Length of Tenancy: _____ Years: _____ Months Preferred Move-In Date: ____/____/____

How many Tenants will Occupy the Property?: Adults _____ Children _____ Ages _____

Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____ Inside / outside (circle)

Have You Inspected The Property: YES/NO (circle)

Personal Details

Name: _____

Date of Birth : ____/____/____ Drivers Lic No: _____

State: _____ Expiry Date: ____/____/____

Passport No: _____ Passport Country: _____

Pension No: _____ Pension Type: _____

Home Phone: _____ Bus Phone: _____

Mobile Phone: _____ Fax: _____

Email address: _____

Previous Home Address & Details

Address: _____

Suburb: _____ Post Code: _____

☐ Renting ☐ Own Current Rent: \$ _____

Landlord/Agent (if applicable): _____

Landlord/Agents Phone No: _____

How long at previous address?: _____ Years _____ Months

Reason for Leaving: _____

Bond Refunded: _____ If not why? _____

Current Home Address & Details

Address: _____

Suburb: _____ Post Code: _____

☐ Renting ☐ Own Current Rent: \$ _____

Landlord/Agent (if applicable): _____

Landlord/Agents Phone No: _____

How long at Current Address?: _____ Years _____ Months

Reason for Leaving: _____

Bond Refunded: _____ If not why? _____

100 POINTS OF ID REQUIRED

A minimum of 100 points is required. Points must be made up of each section A, B and C as shown.

Proof of identity (30 points)	Proof of Income (30 points)	Supporting Documentation You Must Provide At Least 40 points
1. Drivers Licence 2. Passport 3. Birth Certificate + Photo ID	1. Last Pay Advice 2. Current Centrelink Statement 3. Current Bank Statement (must show sufficient funds to meet rental payments)	1. Current Rental Ledger (from Agent) - 40 points 2. Last 2 rent receipts - 20 points 3. Two written references - 20 points 4. Recent rates notice -30 points 5. Vehicle registration papers -10 points 6. Current electricity/phone account - 10 points

Emergency Contact - Next of Kin

Name: _____

Mobile Phone: _____ Work Phone: _____

Relationship to you: _____

Address: _____

_____ Post Code: _____

Current Employment

Occupation: _____

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Length Employment: _____ Wage: \$ _____ PW Net

Employer: _____

Contact Name: _____ Phone: _____

Previous Employment

Previous Employer: _____

Contact Name: _____ Phone: _____

Length Employment: _____ Wage: \$ _____ PW Net

If Not Employed

☐ Student ☐ Pensioner ☐ Unemployed ☐ Other Income

Details: _____

Allowance/Wage: \$ _____

Self Employed - if applicable

Business Name: _____ Phone: _____

Business ABN: _____ ACN: _____

Accountant: _____ Phone: _____

Contacts/References - Not related

1) Name: _____

Address: _____

_____ Post Code: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Relationship: _____

2) Name: _____

Address: _____

_____ Post Code: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Relationship: _____

Payment Details

First payment of rent in advance \$

Rental Bond (4 weeks rent) \$

Sub Total \$

Less: Deduct Reservation Fee (see below) \$

Amount payable on signing tenancy agreement \$

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010. 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 property and am not bankrupt. I authorise the Agent to obtain personal information from;

- the owner of the Agent of my current or previous residence;
- my personal referees and employer/s;
- any record, listing or database of defaults by tenants

If I default under a rental agreement, 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 in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow organisations/tradespeople to contact me
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- Complete a credit check with NTD (National Tenancies Database)
- Connect utilities through Fast Connect

I declare that I have read and understand all the above Declaration and Privacy statements and offer to rent the property from the owner under the terms and conditions outlined in the lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

Signature

Date

_____/_____/_____

RESERVATION FEE

Reservation Fee: \$ Reservation Period: _____

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if:
 - The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry the repairs or other work during the specified period
 - The landlord(s) agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy

Applicant's Signature _____ Date: ____/____/____

Landlord's Agent Signature: _____ Date: ____/____/____

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am 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 a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent's responsibility to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

a) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications. b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and c) third parties with which TRA has entered into any co-operation, partnering, licensing or similar agreement for the purpose of allowing those parties to offer their products and services to me I hereby consent to such a use and disclosure of that information for that reason. Should this real estate 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.

I also understand that the personal information provided on your tApp 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.

Print Name

Signature Date.....

Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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