

TENANCY APPLICATION FORM

ALL APPLICATIONS MUST BE PROVIDED WITH PHOTO ID & PASSPORT

Property Details : What are the details of the property you are applying for:

Complete address			
Start Date		Length of Tenancy	
No. of Bedrooms		Parking	
Furnished/Unfurnished		Berth	
Date Inspected		Advertised rent amount \$	
No. of Occupants		No. of children	
Details of any pets:			

Applicants Personal Details

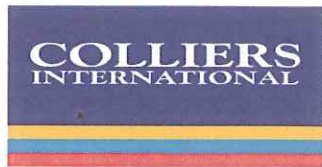
Full Name			
Current Home Address			
Home Phone		Work Phone	
Mobile		email	
Date of Birth		Car Registration	
D/L No & Expiry		Marital Status	
Passport No		Country (Passport)	
Current Rent		Length of Stay	
Agent/Landlord		Telephone	
Reason for Leaving			

Previous Address

Previous Address			
Rent:		Length of stay	
Agent/Landlord		Agent/Landlord No	
Smoker	Yes/No	Bond refunded in full	Yes/No
If no, why not			
Reason for Leaving			

Employment

Current Employer			
Employer Address			
Position			
Contact Name		Contact No	
Net Weekly Income		Length of Employment	



Employment (if current employment less than 6 months)

Employer			
Employer Address			
Position			
Contact Name		Contact No	
Net Weekly Income		Length of Employment	

Emergency Contact

Name			
Address			
Relationship		Telephone	

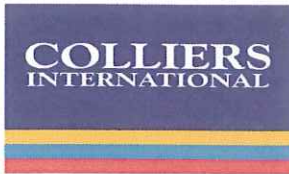
References (Not Relatives)

Name			
Relationship		Telephone	
Name			
Relationship		Telephone	
Name			
Relationship		Telephone	

100 Point Check

In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be phot ID. The following documents are acceptable

<input type="checkbox"/> Drivers license	40 pts	<input type="checkbox"/> Prev 2 rent receipts	20 pts
<input type="checkbox"/> Passport	40 pts	<input type="checkbox"/> Employment ref on letterhead	20 pts
<input type="checkbox"/> Birth Certificate (certified copy)	30 pts	<input type="checkbox"/> Motor Vehicle Reg	10 pts
<input type="checkbox"/> Other Photo ID	30 pts	<input type="checkbox"/> Bank Statement	10 pts
<input type="checkbox"/> Current wages advice	20 pts	<input type="checkbox"/> Telstra Account	10 pts
<input type="checkbox"/> Previous landlord ref	20 pts	<input type="checkbox"/> Electricity account	10 pts



Tenant Reference Australia (TRA) Declaration

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (**TRA**) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me the right of reply. I accept that I am currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 property in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, recently put in place for residential tenants. I 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 / Video store 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and of a high standard. I will not hold TRA accountable of the inaccurate keying of information by TRA members therefore delivering an incorrect search as I understand faults 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 by employment history. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission to me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

Privacy

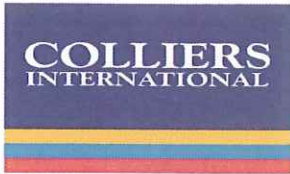
The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application 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 the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy data bases 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 other 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, the Agent may not be able to process the application and manage the tenancy.

I authorise the Agent to obtain details of my creditworthiness from
 1. the owner or the Agent of my current or previous residence;
 2. my personal referees'
 3. 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 any person whom the Agent reasonably considers has an interest in receiving such information.

I confirm the following:

- I acknowledge that this is an application to rent this property and at my application is subject to the Landlord's approval.
- I confirm having received a copy of this application for my retention.
- I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenant reference Australia (TRA) being undertaken.

TENANT SIGNATURE		DATE:
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Application

I, the applicant apply for approval to rent the premises referred to in this form & confirm I have inspected the premises in its current condition. I acknowledge that my application will be referred to the Landlord of the property for his/ her/ their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of..... days , at a rental of \$..... per month.

I undertake to pay a rental bond by a bank cheque made payable to the rental Bond Board and to pay the first months rent by a bank cheque made payable to Watermark Property Management Pty Ltd upon signing the Residential Tenancy Agreement.

Statement of Costs

Rental Bond	\$
Rent in advance from _____ to _____	\$
50% of Residential Tenancy Agreement preparation fee	\$ _____
Total	\$ _____

NOTE THAT ALL INITIAL PAYMENTS MUST BE MADE BY BANK CHEQUE OR BANK TRANSFER

Applicant's Signature..... Date:

Agents Signature Date:.....

NOTE IF A RESERVATION FEE IS TO BE TAKEN THE FOLLOWING CONDITIONS ARE TO BE INSERTED (NSW ONLY)

RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

It is hereby acknowledged:

1. That the Applicant has paid a Reservation Fee of \$..... equivalent to seven days rent to reserve the premises in favour of the Applicant for the period (calculated on the basis that one day reserved equals 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 cheque.

Watermark Property Management Pty Ltd, acting for the Landlord of the premises, acknowledge receipt of the above Application and then accompanying Reservation Fee and agree:

1. To reserve the premises for the period and in accordance with the conditions above stated.
2. To notify the Applicant within the reservation period whether or not the Applicant has been approved.
3. Of the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.