

# Residential Application Form

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



**A. AGENT DETAILS**

**Carol James Real Estate**  
 126 Auburn St, Goulburn, NSW 2580  
**Phone:** 02 4821 5033  
**Fax:** 02 4821 9493  
**Email:** info@caroljames.com.au  
**Property Manager:** \_\_\_\_\_

**B. PROPERTY DETAILS**

1. What is the address of the property you would like to rent?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

2. Lease commencement date?  
 \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

3. Lease term?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Property rental?  
 \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month

5. How many people will normally occupy the property?  
 \_\_\_\_\_ Adults \_\_\_\_\_ Children; Ages: \_\_\_\_\_

6. Are you a smoker?  YES  NO

**C. PERSONAL DETAILS**

7. Please give us your details.  
 Mr  Ms  Miss  Mrs  Other  
 Surname \_\_\_\_\_ Given name/s \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Driver's licence number \_\_\_\_\_  
 Driver's licence expiry date \_\_\_\_\_ Driver's licence state \_\_\_\_\_  
 Passport number \_\_\_\_\_ Passport country \_\_\_\_\_  
 Pension number (if applicable) \_\_\_\_\_ Pension type (if applicable) \_\_\_\_\_

8. Please provide your contact details.  
 Home phone number \_\_\_\_\_ Mobile phone number \_\_\_\_\_  
 Work phone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Email address \_\_\_\_\_

9. What is your current address?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

**D. FREE UTILITY CONNECTION SERVICE**

**connectnow.** P: 1300 554 323 | F: 1300 889 598  
 We get things sorted. E: info@connectnow.com.au  
 W: connectnow.com.au

**Moving made easier**

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

**PRIVACY CONSENT AND TERMS.** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new services.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 X \_\_\_\_\_

**E. SUPPORTING DOCUMENTS REQUIRED**

**PLEASE NOTE:** Your application may be declined if the supporting documentation criteria is insufficient

<b>Identification</b>	Current Passport / Driver's Licence
<b>Lease Record</b>	Current Lease
<b>Written reference from current employer</b>	On company letterhead & signed by Manager.
<b>Bank Statement</b>	Must be current
<b>Proof of Income</b>	Most recent Pay Slip
<b>Passport VISA details</b>	If applicable
<b>Proof of current address</b>	Electricity / Phone Account
<b>Student Information</b>	Student ID & Enrolment Details
<b>Tenant Ledger</b>	Obtained from current Agent

**F. 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 1997.

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 authorise the Agent to obtain personal information from:

(a) the owner or the Agent of my current or previous residence;  
 (b) my personal referees and employer/s;  
 (c) 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:

(a) communicate with the owner and select a tenant  
 (b) prepare lease/tenancy documents  
 (c) allow organisations/trades people to contact me  
 (d) lodge/claim/transfer to/from the Residential Tenancies 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 NTD (National Tenancies Database - Phone 1300 563 826 – Email info@ntd.com.au)

I am aware that I may access personal information on the contact details above.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 X \_\_\_\_\_

Print name \_\_\_\_\_

**G. APPLICANT HISTORY**

10. How long have you lived at your current address?

	Years		Months
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11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

	\$
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13. What was your previous residential address?

	Postcode
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14. How long did you live at this address?

	Years		Months
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15. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

	\$
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Was bond refunded in full? If NO, why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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**H. EMPLOYMENT HISTORY**

16. 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 a student)

Employer's address

	Postcode
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Contact name

Phone number

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Length of employment

Net income

	Years		Months	\$
--	-------	--	--------	----

**If studying:**

What course are you studying?

What is the length of your course?

17. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Phone number

	Years		Months	
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**I. CONTACTS / REFERENCES**

18. Please provide a contact in case of emergency.

Surname

Given name/s

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Relationship to you

Phone number

--	--

19. Please provide two personal references (not related to you).

1. Surname

Given name/s

Relationship to you

Phone number

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2. Surname

Given name/s

Relationship to you

Phone number

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**J. OTHER INFORMATION**

20. Car Registration

Make/Model

21. Please provide details of any pets.

Breed/type

Inside/Outside

Council registration/number


22. Is an Interpreter Service required?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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23. Have you ever been evicted from a property?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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24. Are you in debt to another landlord or agent?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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**K. PAYMENT DETAILS**

First payment of rent in advance

\$
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Rental Bond (4 weeks rent)

\$
----

Sub Total

\$
----

Less: Deduct Reservation Fee (see below)

\$
----

Amount payable on signing tenancy agreement

\$
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**L. RESERVATION FEE**

Reservation Fee

\$
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Reservation Period

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

The reservation 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 reservation fee paid by the prospective tenant, the landlord's agent acknowledges that:

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

Signature

Date

X	
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**TO COMPLETE AN APPLICATION FOR TENANCY,  
THE FOLLOWING DOCUMENTS ARE REQUIRED BY EACH APPLICANT:**

**100 Points must be provided including one form of Photo I.D.**

- Current Drivers License (40 Points)
- Passport (40 points)
- Proof of Age Card (30 points)
- Birth Certificate (30 points)
- Medicare Card (20 points)
- Motor Vehicle Registration (10 points)
- Bank Statement (10 points)
- Telephone Account (10 points)
- Gas Account (10 points)
- Electricity Account (10 points)

**PLUS**

**Proof of Current Address**

- Utility Account (if leasing)
- Council Rates Notice (if owned)

**PLUS**

**Proof of Income**

- 3 Current Pay Slips / Income Statements
- Bank Statement
- Letter of Employment
- Tax Returns (if self employed)

**Applications will not be taken and  
will not be processed until all  
supporting documents are received.**

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# 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 Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: \_\_\_\_\_  
(Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

## Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

## Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

## Signed by the Applicant(s)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_