



### A. AGENT DETAILS

**Australia City Properties Management Pty. Ltd.**

**Address:** 179/569 George Street, Sydney NSW 2000  
**Phone Number:** (02) 9266 0060  
**Fax Number:** (02) 9266 0051  
**Email:** desmond@acpm.com.au & philipp@acpm.com.au  
**Web:** www.acpm.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. How many tenants will occupy the property?**

Adults  Children  Ages of Children

### C. PERSONAL DETAILS

**5. 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 no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

**6. Please provide your contact details**

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

**7. What is your current address?**

Postcode

**8. How did you find out about this property**

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

### D. UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600  
 Fax: 1300 326 468  
 www.yourporter.com.au

YourPorter is a **FREE** service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity  Gas  Internet  
 Telephone  Pay TV  Health  
 Car  Home & Contents  
 Life  Home Loans

#### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature of The Applicant

Date

/  /

### E. 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 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting - • NTD: 1300 563 826 • TICA: 1902 220 346 • TRA: (02) 9363 9244 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 in order to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow tradespeople 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 credit check with NTD (National Tenancies Database) 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.

Signature

Date

F. APPLICANT HISTORY	
<b>9. How long have you lived at your current address?</b>	
<input type="text"/>   <input type="text"/>	Years <input type="text"/>   <input type="text"/> Months
<b>10. Why are you leaving this address?</b>	
<input type="text"/>	
<b>11. Landlord/Agent details of this property (if applicable)</b>	
Name of landlord or agent <input type="text"/>	
Landlord/agent's phone no. <input type="text"/>	Weekly Rent Paid \$ <input type="text"/>
<b>12. What was your previous residential address?</b>	
<input type="text"/>	
<input type="text"/>	
Postcode <input type="text"/>	
<b>13. How long did you live at this address?</b>	
<input type="text"/>   <input type="text"/>	Years <input type="text"/>   <input type="text"/> Months
<b>14. Landlord/Agent details of this property (if applicable)</b>	
Name of landlord or agent <input type="text"/>	
Landlord/agent's phone no. <input type="text"/>	Weekly Rent Paid \$ <input type="text"/>
Was bond refunded in full? <input type="text"/>	If not why not? <input type="text"/>

G. EMPLOYMENT HISTORY	
<b>15. Please provide your employment details</b>	
What is your occupation? <input type="text"/>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) <input type="text"/>	
Employer's name (inc. accountant if self employed or institution if student) <input type="text"/>	
Employer's address <input type="text"/>	
<input type="text"/>	
Postcode <input type="text"/>	
Contact name <input type="text"/>	Phone no. <input type="text"/>
Length of employment <input type="text"/>   <input type="text"/>	Net Income \$ <input type="text"/>
Years <input type="text"/>   <input type="text"/>	Months <input type="text"/>
<b>16. Please provide your previous employment details</b>	
Occupation? <input type="text"/>	
Employer's name <input type="text"/>	
<input type="text"/>	
Length of employment <input type="text"/>   <input type="text"/>	Net Income \$ <input type="text"/>
Years <input type="text"/>   <input type="text"/>	Months <input type="text"/>

H. CONTACTS / REFERENCES	
<b>17. Please provide a contact in case of emergency</b>	
Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
<b>18. Please provide 2 personal references (not related to you)</b>	
1. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
2. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>

I. OTHER INFORMATION	
<b>19. Car Registration</b>	
<input type="text"/>	
<b>20. Please provide details of any pets</b>	
Breed/type	Council registration / number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

J. PAYMENT DETAILS	
<b>Property Rental</b>	
\$ <input type="text"/>	per week Or \$ <input type="text"/> per month
Rental Bond (4 weeks rent):	\$ <input type="text"/>
First payment of rent in advance	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: Deduct Deposit	\$ <input type="text"/>
<b>Amount payable on signing tenancy agreement (bank cheque or money order only)</b>	\$ <input type="text"/>

K. HOLDING FEE	
The holding fee can only be accepted after the application for tenancy is approved. The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).	
In consideration of the above holding 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) The premises will not be let during the above period, 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 holding 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.	



# TENANCY APPLICATION CHECKLIST

Please complete the tenancy application checklist and submit it together with your tenancy application

Before I submit this application, I confirm I have attached:

- Photocopies of documents to 100 or more points of ID (Passport, Drivers Licence, Visa etc.)
- Copy of current and 2 pay slips
- Copy of current bank statement as listed on the Tenancy Application
- Copy of recent rental ledger from the landlord or managing agent
- Inspected the property both internally & externally
- Completed all details in full on the tenancy application
- Provide all contact details and documents for confirmation of income source
- Filled in current & previous address, current & previous occupation, business, personal and Emergency contacts - this has to be someone whom you are not living with.
- Read & signed privacy statement, privacy consent & marketing consent of the Tenancy Application
- Read & signed the important information and tenancy declaration

**PLEASE NOTE THAT APPLICATIONS ARE NOT ACCEPTED IF INCOMPLETE.**

Only submit your application if all of the above check boxes have been ticked off. Only tick the boxes if you have completed and attached all necessary photocopied paperwork etc.

**PLEASE NOTE: OUR OFFICE IS UNDER NO OBLIGATION TO DISCLOSE ANY REASON WHY YOUR APPLICATION IS NOT SUCCESSFUL**

PROPERTY ADDRESS \_\_\_\_\_  
APPLICANT NAME \_\_\_\_\_  
SIGNATURE & DATE \_\_\_\_\_

## SUCCESSFUL APPLICATIONS

**On Approval Of An Application** - All initial monies due (BOND & 2 Weeks Rent) must be PAID IN FULL by the following ways:

At our office through Money Order or Bank Cheque made payable to Australia City Properties Management Pty Ltd or Internet Transfer

**For Ongoing rent payments** - All accepted applicants will be offered internet transfer payment options, bank cheque, money order, and credit card payment (Credit Card Payment Attracts a surcharge of 1.2%)

DISCLOSURE

## 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 is 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, Compass Housing, 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 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.

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.

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.....

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