

## **Information to All Applicants**

- The application is accepted subject to the availability of the property on the due date. No action shall be taken by the applicant against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- By submitting this application, you can confirm that *you have inspected the property internally and are satisfied with the condition and presentation.*

To apply for any of our properties, you will need to provide copies of the following documents in support of your application. Applications can be handed in or Emailed to our office.

- **Proof of Income:** Three recent and consecutive payslips, and/or Centrelink income statements.
- **Self-employed:** If you are self-employed, we need a copy of your business registration certificate and a copy of your most recent tax return.
- **Current Rent Ledger:** If renting through an agent, we need your current rent ledger or three consecutive and recent rent receipts if renting privately.
- **2X Utility Bills:** We will need two utility bills with your current address (electricity, gas, insurance, phone, internet)
- **Photo ID:** A Current driver's license, Photo ID/proof of age card or passport.
- **Most Recent Bank Statement:** Showing at least one calendar month plus income deposited into the account. (Must be a recent statement)
- **Privacy Consent:** All forms to be signed by all applicants.

## **If the Applicant is Successful**

If the applicant is approved, we require a reservation fee of one week's rent.

Our preferred method of payment is direct debit or a bank transfer.

We do not accept cash or EFTPOS.

**Note:** *If the applicant changes their mind after approval the reservation fee of one week's rent will not be refunded.*

When you come in to sign the lease, you will need to bring with you:

- Full amount due, 4 weeks rent as bond and 2 weeks rent in advance needs to be paid.
- Keys will not be released until all parties have signed the lease.

**PROPERTY APPLYING FOR**

Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Lease Commencement: \_\_\_\_\_  
 Lease Term: \_\_\_\_\_ Proposed Rent: \_\_\_\_\_

**PERSONAL DETAILS**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Work: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Drivers Licence: \_\_\_\_\_ State: \_\_\_\_\_ Expiry: \_\_\_\_\_  
 Passport No: \_\_\_\_\_ Country: \_\_\_\_\_  
 Expiry: \_\_\_\_\_  
 Pension No: \_\_\_\_\_ Type: \_\_\_\_\_

**APPLICANTS HISTORY**

Lived at current address for \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Current Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
 Are you currently the: Owner / Tenant / Other \_\_\_\_\_  
 If Renting \_\_\_\_\_  
 Name of Landlord or Agent: \_\_\_\_\_  
 Weekly Rent Paid: \_\_\_\_\_  
 Was your bond repaid in full? \_\_\_\_\_  
 If not, why? \_\_\_\_\_  
 Have you ever been evicted? \_\_\_\_\_  
 Are you in debt to another landlord or agent? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Current Occupation: \_\_\_\_\_  
 Nature of employment: Full Time / Part Time / Casual \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Employment Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Length of employment: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Income Weekly: \_\_\_\_\_ Income Annually: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Mobile: \_\_\_\_\_

**STUDENTS COMPLETE THE FOLLOWING**

Course Name: \_\_\_\_\_  
 Place of Study: \_\_\_\_\_  
 Course length: \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_  
 Campus Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**OTHER INFORMATION**

Do you have pets? Yes / No \_\_\_\_\_  
 If yes, Type: \_\_\_\_\_  
 Car Registration: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**PERSONAL REFEREES (THREE PEOPLE REQUIRED)**

Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**PRIVACY STATEMENT AND DECLARATION**

The personal information the prospective tenant provides in the application or collected from other sources is 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 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 references databases. Information already held on tenancy reference database may also be disclosed to the agent and/or landlord 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 them during the course of the tenancy may also be disclosed to the landlord, the party operators of tenancy database and/or other agents. If the tenant 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 this 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, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take tenancy for the premises and that the rental being paid is within my means. I undertake to pay a rental bond as requested upon the signing of a residential tenancy agreement.  
 I/we Gearwest Pty Ltd trading as Blacktown Real Estate Agent, acting for the owner of the premises acknowledge receipt of the above application and the accompanying reservation fee and agree.  
 A) To reserve the premises for the period and in accordance with the conditions above stated. B) To notify the applicant within the reservation period whether or not the application has been approved. C) and if the applicant has been approved to also prepare within the reservation period a residential tenancy agreement/ Lease of the premises.

**APPLICANTS SIGNATURE**

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

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

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National Privacy Principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy, if the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for purpose for which it was collected to other parties including the Lessor, Referee's, other Agents and third-party operators of Tenancy Databases. Information already held on tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about your during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below, then your Application for Tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected to insufficient information to assess the Application.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Blacktown Real Estate. I authorise Blacktown Real Estate to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Blacktown Real Estate subscribes. I can refer to their Privacy Disclose Statements via [www.tica.com.au](http://www.tica.com.au) & [www.ntd.com.au](http://www.ntd.com.au)

I authorise Blacktown Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), Valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICATION**

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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