



833 Pennant Hills Road
CARLINGFORD NSW 2118
Ph: (02) 9872 2888
Fax: (02) 9873 2597
Email: rental@showcaserealty.com.au

Identification to be supplied with Application for Tenancy:

Applications will not be accepted or processed until each applicant for the property achieves a minimum of 100 identification points.

Please note should you **not be an Australian resident**, your passport and visa **must** be provided!

Please supply from:

Category A: At least 1 document.

Category B: At least 2 documents – you **must** supply documents marked with *

Category C: If required, a maximum of 2 documents.

Category A

Proof of age card	40 points
Current drivers licence	40 points
Current passport	40 points

Category B

Birth certificate	30 points
*Current wage advice/proof of income	20 points
*Previous tenancy reference/ledger	20 points
Credit card or account card	20 points
Medicare card	20 points
Centrelink card	20 points

Category C

Motor vehicle registration	10 points
Utility bills eg. Telephone, gas, electricity	10 points
Bank statement	10 points

Tenancy Application

PROPERTY APPLYING FOR	
Address:	
Suburb:	Postcode:
Lease Term: Years _____	Months _____
Date you would like to move in: / /	
Rent payable for property:	
Number of persons to occupy property: Adults _____ Children _____	

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING	
Company name:	
Company address:	
Suburb:	Postcode:
Business type:	
Position held:	
A.B.N:	
Accountant name:	
Accountant Phone:	
Solicitor name:.	
Solicitor phone:	

CURRENT SITUATION
Are you the owner <input type="checkbox"/> tennant <input type="checkbox"/> Rent paid: \$ _____
How long have you lived at your current address? Years _____ Months _____
Landlord/Managing Agent/selling Agent:
Phone number:
Reason for leaving:
Was bond fully refunded? Yes <input type="checkbox"/> No <input type="checkbox"/> If not please specify:

PERSONAL DETAILS		
Title:	First name:	Middle name:
Surname:		
Date of birth:		
Current Address:		
Suburb:		
Drivers licence:	State of issue:	
Car registration Number:		
Alternate ID type (eg. Passport) No.		
Medicare No.		
Current visa:		
Home phone number:		
Mobile phone number:		
Email:		
Occupation:		
Work phone number:		
Contact number:		
Signed: _____ Date / /		

PREVIOUS RENTAL HISTORY
Were you the, Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Rent Paid \$
Previous address:
Suburb: _____ Postcode: _____
How long have you lived at your current address? Years _____ Months _____
Landlord/Managing Agent/selling Agent
Phone number:
Reason for leaving:
Was bond fully refunded? Yes <input type="checkbox"/> No <input type="checkbox"/> If not please specify:

NEXT OF KIN (Not living with you)	
Emergency Contact:	Relationship:
Address:	Phone:
Mobile:	Other:

CURRENT EMPLOYMENT DETAILS	
Employer:	
Address:	
Name:	Phone:
Length at current employment: Years	Months
Net income: Per week \$	Per month \$

Pets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dogs:	Cats:	
Other:	<i>Please indicate breed of animal</i>	
Animals must stay outside at all times		

OTHER INFORMATION
Number of children occupying the property?
Please specify the ages of any children:

PREVIOUS EMPLOYMENT DETAILS	
Occupation:	
Employers Name:	
Employment Address:	
Suburb:	Post Code:
Employer Phone Number:	
Contact Name:	
Length at previous employment: Years ____ Months ____	
Net Income: Per Week: \$	Per Month: \$

PERSONAL REFERENCE	
1. Reference Name:	
Occupation:	
Relationship:	Phone:
2. Reference Name:	
Occupation:	
Relationship:	Phone:

<p>DECLARATION</p> <p>I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997 NSW (as amended). I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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. I acknowledge that Showcase Realty is a member of the Trading Reference Australia and National Tenancy Database and will check my details through these databases. I acknowledge that if accepted for a tenancy and I breach the conditions of the agreement I may be listed on the TRA and TICA databases. Using the information supplied by me I hereby authorise Showcase Realty to obtain details from 1) The agent or landlord of my current and or previous residence; 2) My employer to confirm employment and income; 3) My personal references; 4) Any record, listing or database of defaults (TRA and NDT).</p> <p>Signed: _____ Date: _____</p>

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Signed: _____

Date: _____

The Property Manager

Would you kindly fill in the following and fax back to us on 02 9873 2597

Name of Applicant:

Rental Address:

Name of person giving reference: _____

-
- Was the applicant listed as a lessee? YES / NO
 - How much rent were they paying? _____
 - Did your office terminate the tenancy? YES / NO
 - During the tenancy was the lessee ever in arrears? YES / NO
 - Did the applicant receive any notice to remedy? YES / NO
 - Were periodic inspections carried out? YES / NO
 - Was any damage noted during the inspections? YES / NO
 - Were pets kept on the premises without permission? YES / NO
 - Did the lessee leave the property clean and tidy? YES / NO
 - Was the bond refunded in full? YES / NO
 - What date did the lessee leave the property? _____
 - On a scale of 1–10, how would you rate them as a tenant? (please circle) 1 2 3 4 5 6 7 8 9 10
 - Would you rent to them again? YES / NO

Is there any matter which, if you sought a judgement would cause the tenant to be listed on TRA or TICA?

Is it related to: **ARREARS** YES/NO **DAMAGE** YES/NO **BAD BEHAVIOUR** YES/NO

PLEASE ALSO ATTACH WITH THIS DOCUMENT A COPY OF THE TENANT’S LEDGER FOR THE PERIOD OF OCCUPANCY

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA.

I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are 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 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 or commercial property and / or in accordance with the current legislation, I and the company whose name appears on the lease 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 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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 my employment history and my current / previous Landlord / Agency to verify details of my tenancy. 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 also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide 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 Should this 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. (If more than one applicant, "I" means "We" in this form).

DISCLOSURE

AGENCY REQUIREMENTS:

I declare I have inspected the property and am willing to accept it in its current state.
I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.
I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

Residential Tenancies Act 2010 No 42

Current version for 3 January 2014 to date (accessed 27 February 2014 at 17:30)
Part 3 Division 1 Section 24

24 Holding fees

(1) A person must not require or receive from a tenant a holding fee unless:

- (a) the tenant’s application for tenancy of the residential premises has been approved by the landlord, and
- (b) the fee does not exceed 1 week’s rent of the residential premises (based on the rent under the proposed residential tenancy agreement).

Note. A tenant is defined in this Act as including a prospective tenant.

(2) A person who receives a holding fee must give the tenant a written receipt setting out the following:

- (a) the amount paid and the date on which it was paid,
- (b) the address of the residential premises,
- (c) the names of the landlord and the tenant.

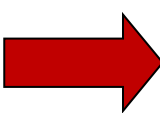
(3) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(4) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

(5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord’s agent.

(6) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

“I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section”



Print Name of Tenant

Signature of Tenant.....Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading Reference Australia ©