



Tenancy Application Form

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your driver's license or passport for identification purposes.
2. If there is more than one applicant, a separate application form is required for each applicant.
3. If the application is approved, you will be required to provide either a direct deposit, bank cheque or money order for the rental bond, and first two weeks' rent.
4. When this form has been completed, please fax or email back to your leasing agent at The Property Lab.

We thank you for taking the time to complete an application form for one of The Property Lab's properties and we sincerely wish you all the best in securing one of our rental properties.

Tenancy Requirements:

Length of tenancy (Months)	Rent \$ Per week	Commencement date
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Occupancy details:

No of occupants who will live in this property	No. and ages of children (if any)	No. and type of pets (if any)
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Applicant's details:

Full Name	Email	
Address		
Home phone	Work phone	Mobile phone

Date of birth	Drivers license No.
State of issue and expiry date	Passport number / date of issue and expiry date
Country of issue	



Direct Connect Your free no obligation utility connection service

T 1300 664 715

F 1300 664 185

directconnect.com.au

Please tick services required at your new property

(we will call you to confirm your details and connection timings within 24 hours of receiving this information)

Electricity Internet Gas Phone Pay TV Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

signed

date

Office property leased through

Current rental details:

Current address	
Rent \$	How long have you lived here Per week
Reason of leaving	
Agent / Landlord details	Work phone

Previous rental details:

Previous address	
Rent \$	How long did you live here Per week
Reason for leaving	
Agent / Landlord details	Work phone

Was your rental bond returned in full ? YES or NO (please circle)

If no, please explain why



Current Employment Details:

Current Employer (Company)	Employer address
Contact name (manager)	Contact telephone
Length of employment If less than 6 months complete previous employment section	Net Income (after tax) \$ Per week
Your position	Full time or Part time

Previous Employment Details:

Previous Employer (Company)	Employer address
Contact name (manager)	Contact telephone
Length of employment	Net income (after tax) \$ Per week
Your position	Full time or Part time

Emergency Contact Details:

Name:	Relationship:
Address:	Telephone number:



Personal business References:

Name	Address	Work phone
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Address

Name	Address	Work phone
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Address

How did you find out about this property?

- Internet (please specify) Domain.com.au Realestate.com.au
- Signboard
- Other

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition.

Yes No

2. If 'No', I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items would be subject to the Landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord approving my application.
4. I confirm I have received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on Trading Reference Australia (TRA) being undertaken.



Application

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I declare that I am not bankrupt, or an undischarged bankrupt and that the information which I have provided is true and correct to the best of my knowledge.

I have inspected the premises and I wish to apply for tenancy of the premises for a period of 3 months 6 months 9 months 12 months 13 months +

Or another period of time not specified above

at a rental of \$ per week / fortnight

I undertake to pay the monies detailed below by a bank cheque, or money order made payable to The Property Lab upon signing the Residential Tenancy Agreement.

Statement of costs:

Rental Bond (four weeks rent)	<input type="text"/>
Rent in advance (two week rent)	<input type="text"/>
TOTAL	<input type="text"/>

If a holding fee is being paid on the property, the following conditions will apply:

1. A holding fee will only be accepted once the application has been approved by the landlord and the agent has completed and verified all reference checks.
2. The holding fee of \$_____, is equivalent to one weeks rent to reserve the premises in favour of you for a period of seven (7) days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant.
4. The holding fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the landlord may retain the full amount of the holding fee.
6. That the holding fee will be banked into a trust account and any refund given will be by way of EFT (Electronic Funds Transfer)

The Property Lab, acting for the Landlord of the premises, acknowledges receipt of this application and the accompanying holding fee and agree:

1. To reserve the premises for the period in accordance with the above conditions which are stated
2. To prepare a Residential Tenancy Agreement for the premises

Applicants signature:	Date:
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Applicants signature:	Date:
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E INFO@TRADINGREFERENCE.COM
WWW.TRADINGREFERENCE.COM

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 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 to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. 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 also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in 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 it. 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 previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location 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, 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, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications and (b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose and I hereby consent to such use and disclosure of that information for that reason. 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). **"I have read and I understand the above information"**

Print Name of Tenant	
Signature of Tenant	Date

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address 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 ©



The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for The Property Lab to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided The Property Lab will be unable to process the application and 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 and to service provider, Direct Connect. Personal Information already held on tenancy databases may be disclosed to this agency and/or the 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.

Your Personal Information will not be sold to third parties, however, The Property Lab will conduct direct marketing for its services from time to time and you consent to receiving such information from The Property Lab.

In providing your Personal Information you consent to The Property Lab collecting, storing and using your Personal Information in the manner set out above, and you consent to The Property Lab disclosing your Personal Information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

The Property Lab complies with the Privacy Act 1988 as amended and has adopted a set of principles in its policy, which is consistent with the Australian Privacy Principles as amended in March 2014 (APPs). Any personal information received by The Property Lab will be treated in accordance with the APPs and in accordance with The Property Lab and its Privacy Policy.

The Property Lab takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised staff/ personnel only from The Property Lab.

If you would like to access the Personal Information The Property Lab holds, you may do so by contacting The Property Lab. You may also correct information if the information is inaccurate, incomplete or out of date.

If you require more information, or have any complaints regarding how The Property Lab may have collected or used your personal information, you may contact The Property Lab by email at info@thepropertylab.com.au, or by mail addressed to The Property Lab, P.O. Box 155, Crows Nest NSW 2065.



THE FOLLOWING INFORMATION IS REQUIRED BY EACH APPLICANT

1. One Application Form *per* applicant (aged 18 years and over) and must be filled out entirely before it can be accepted.
2. Multiple tenants must submit their signed application forms together.
3. Please ensure the TRA disclosure is signed (page 4)

100 points of identification required.

Non-returnable copies must be attached to your application prior to the application being submitted to the landlord. ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED

Primary Identification – 30 points each (at least 1 required below)	Please tick attached
Australian Passport	<input type="checkbox"/>
Passport Issued by another country	<input type="checkbox"/>
Australian Drivers License	<input type="checkbox"/>
Proof of Aae Card	<input type="checkbox"/>
Secondary Identification – 20 points each (at least 1 required below)	Please tick attached
Birth Certificate	<input type="checkbox"/>
ATO Tax Return	<input type="checkbox"/>
Copy of Bank Statement	<input type="checkbox"/>
Council Rates Notice	<input type="checkbox"/>
Secondary Identification – 20 points each (at least 1 required below)	Please tick attached
Gas/Electricity Bill	<input type="checkbox"/>
Telephone Bill	<input type="checkbox"/>
Pay slip	<input type="checkbox"/>
Office of State Revenue assessment notice	<input type="checkbox"/>
Rental Ledger issued by licensed real estate agent	<input type="checkbox"/>
Any rental statements for investment properties owned.	<input type="checkbox"/>
If you are self-employed:	
- A profit and Loss statement or	<input type="checkbox"/>
- Recent tax return or	<input type="checkbox"/>
- Certificate of Registration for business	<input type="checkbox"/>