



SYDNEY REALTY GROUP PTY LTD

興業地產

ABN 59 135 645 055

Tenancy Application Information Sheet

Take premises in its exiting condition

The premises are offered to you in the condition as you inspected. Our property managers have been instructed that all undertakings for work to be carried out must be in writing. Therefore, unless you have an undertaking in writing, you are to take the premises as it is.

Quick processing of application

It would help to expedite your application if you have the form filled in complete and signed. This would help us to do the reference checks without delay. For students or those who are not employed, please provide documents or whatever evidence to support your financial or how you finance the rental payments.

Please provide the following documents accompanying with the application. To follow up your application, you may email the property manager at rentals@sydneyrealtgroup.com.au, or call our office on (02) 9264 2599 at business hours.

Documents Needed

- Passport / Driver License
- Bank Statement (current or 2 months)
- Pay slip if working
- Student ID if study
- ABN/Certificate if self employed
- Current Tenancy Ledger

Trust A/C Details:

Name of Bank: Westpac
Name of A/C: Sydney Realty Group P/L
BSB No. 032 135
A/C No. 169969
Reference no. (Unit number + Street number)



SYDNEY REALTY GROUP PTY LTD

興業地產

ABN 59 135 645 055

APPLICATION FOR TENANCY

Address of premises applied for: _____

Lease commencement from ___/___/___ for a period of ___ months or ___ years

PERSONAL DETAILS:

Full Name: _____ Date of Birth: _____

Present Address: _____

Phone: (W) _____ (M) _____ Email: _____

CURRENT TENANCY DETAILS:

Name Landlord / Agent: _____

Phone: (H) _____ (W) _____ (M) _____

How Long At Present Address: _____

Current Rent Paid: _____

CURRENT EMPLOYMENT:

Occupation of Applicant: _____

Employer's Name: _____

Employer's Address: _____

Employer's Contact Details: _____

Period of Employment: _____

EMERGENCY CONTACT:

Name: _____

Address: _____

Relationship to you: _____

Phone: (H) _____ (W) _____ (M) _____



SYDNEY REALTY GROUP PTY LTD

興業地產

ABN 59 135 645 055

PERSONAL REFERENCES:

REF 1 Name: _____

Relationship to You: _____

Phone Number: (H) _____ (W) _____ (M) _____

REF 2 Name: _____

Relationship to You: _____

Phone Number: (H) _____ (W) _____ (M) _____

OCCUPANT(S) DETAILS:

Number of Persons Who Will Occupy the Premises: _____

Pets: Yes / No Number & Type: _____

Drivers License Number: _____ Passport Number: _____

Bank Details: Bank _____ BSB _____ ACC No. _____

Note: The applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant: _____ Date: _____

IMPORTANT: Please attach a photocopy of your driver license/passport for identification purposes.

RENT

\$ _____ per week or \$ _____ per month

APPOINTMENT

Residential Tenancy Agreement to be sign on: _____ @ _____ am/pm



IMPORTANT: Deposit to be paid in cash and final payment must be made in bank/credit union cheques or Monday Order. Personal cheques will not be accepted.

NOTICE

If you dispute part or the entire amount specified by the agent in this itemized account, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. By law legal action to recover the amount specified in the itemized account cannot be commenced until 28 days after it has been served on you.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the Owner's Real Estate Agent and request that pending consideration of my application, the premises be reserved in my favor.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$ _____ equivalent to _____ days rent to the reserve the premises in favor of the Applicant for a period of _____ days from _____ to _____. (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The premises will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residency Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential premises concerned.

Details of any repairs or other work to be carried out by the landlord in accordance with condition for above:

OFFICE USE ONLY

Approved by Landlord _____ (Date) at \$ _____ rent per week or
\$ _____
Per month for _____ year _____ months.

Signed _____ (Property Manager)



PRIVACY POLICY

The personal information the prospective tenant provides in this 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 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 to the landlord, referees, other agents and third party operators of tenancy reference database. Information already held on the tenancy database may also be disclosed to the Agent and /or 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 tenant, third party operators of tenancy reference database and /or other agents.

If the Applicant 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 it 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.

Applicant's Signature

Date

Real Estate Agent's Signature

Note: A copy of this document shall immediately after signing be delivered to the applicant for retention.

Direct Connect our Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

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; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it 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.**

SIGNATURE: _____ DATE: _____



SYDNEY REALTY GROUP PTY LTD

興業地產

ABN 59 135 645 055

P: 1300 664 715 F: 1300 664 185 W:

www.directconnect.com.au