

Tenancy application form

Thank you for choosing a One Agency Kylee Jones Properties property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes
3. If there is more than one applicant, a separate application for is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two week rent.
5. **When this form has been completed, please fax back to your One Agency Kylee Jones Properties Property Manager on 4323 1542**

Rental Property:

Property address:

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:
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Applicants details:


Name	Email
Address	

Home phone	Work phone	Mobile phone
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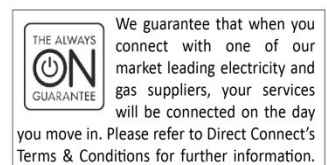
Personal details:

Date of birth	Drivers licence number	Drivers licence state of issue
Passport number	Country of issue	No. vehicles <small>(including caravans and trailers)</small>

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

 <small>MAKES MOVING EASY</small>	Electricity	Gas	Water	Phone	Internet
	Pay TV	Insurance	Removalist	Truck or Van hire	Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

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

Signature Date

Current rental details:

Address:		
Current rent \$ _____ per week	How long have you lived there (months)	Reason for leaving
Agent/landlord	Work phone	

Previous rental details:

Previous property address		
Current rent \$ _____ per week	How long have you lived there (months)	Reason for leaving
Agent/landlord	Work phone	

Current employment:

Current employer (company)	Employer address	
Contact name (manager)	Contact's work phone	Your position
Length of employment <small>(if less than six mths complete previous employment details)</small>	Net income \$ _____ per week	Full time or part time?

Previous employment:

Previous employer (company)		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income \$ _____ per week	Full time or part time?

Emergency contact details:

Name	Relationship	Contact phone
Address		

Personal/business references: (not relatives)

Name	Occupation	Work phone
Address		
Name	Occupation	Work phone
Address		

How did you find out about this property:

- Internet (please specify) oneagency.com.au realestate.com.au
 For lease board
 Sydney Morning Herald
 Local newspaper
 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 are subject the landlords approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having 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 provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$ _____ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to One Agency Kylee Jones Properties upon signing the Residential Tenancy Agreement.

Statement of costs:

Rental Bond:	\$
Rent in advance (two weeks rent)	\$
TOTAL	\$

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.
2. The holding fee of \$ _____, is equivalent to one week's rent to reserve the premises in favor of you for the period of 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 Deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

One Agency Kylee Jones Properties, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

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

Applicant's signature

Date

Agent's signature

Date

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants.

This provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1998, and seeks your consent to disclose to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member name	Phone
Address	
Email	Fax

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above number or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The lessor/owners for approval or rejection of your application.
- TICA Default Tenancy Control PTY LTD and TICA Assist PTY LTD to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application.
- Other real estate agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control PTY LTD to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

The TICA Group collects information from its members and provides such information to other member as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows Name, Date of birth, Drivers licence number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting the TICA Group on our helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to the TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

(If more than one applicant, 'I' means 'we' in this form). "I have read and I understand the above information"

Name	Signature	Date
Witness name	Witness signature	Date

The personal information the prospective tenant provides in this application or collected from other sources is necessary for One Agency Kylee Jones Properties 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 the landlord, referees, other agents and third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds they can do so by contact 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, this agency may not be able to process the application and manage the tenancy.

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

- Current drivers licence (40 points)
- Birth Certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Please also attach the following documents:

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility statement (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone your property management team.