

## Tenancy Application Form

Thank you for choosing a Vertical Living property. 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 Licence 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 a bank cheque for the Rental Bond and rent in advance.

### HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Sydney Morning Herald | <input type="checkbox"/> verticalliving.com | <input type="checkbox"/> domain.com.au | <input type="checkbox"/> realestate.com.au |
| <input type="checkbox"/> Signboard             | <input type="checkbox"/> Referral           | <input type="checkbox"/> Friend        | <input type="checkbox"/> Other             |

### PROPERTY DETAILS

Address of Property:

Car space / garage number:

Lease commencement date:

Lease term:

No. occupying the property:

No. of bedrooms:

Date inspected:

Furnished / unfurnished:

### PERSONAL DETAILS

Title: Mr  Mrs  Miss  Ms  Other

Date of Birth:

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

### NEXT OF KIN (in case of an emergency, name of friend or relative)

Name:

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

### CURRENT TENANCY DETAILS AND PREVIOUS RENTAL HISTORY

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

Previous Rental Address:

Length of time at above address:

Rent Paid:

Name of Landlord / Agent:

Phone:

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### CURRENT EMPLOYMENT

Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:	Gross Income:

### SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Gross Income:	

### PREVIOUS EMPLOYMENT

Occupation:	Employers Name:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:	Net Income:

### STUDENT DETAILS

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

### REFEREES

Referee Name:	Relationship:
Phone:	Mobile:
Referee Name:	Relationship:
Phone:	Mobile:

### PLEASE ANSWER THE FOLLOWING

Have any of your previous tenancies been terminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you in debt to another lessor or Agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there an existing reason that may affect your rent payment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to any of these questions, please provide details:		

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### 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 I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 3 I confirm having received a copy of this application for my retention.
- 4 I consent to the information provided in this application being verified and a reference check on (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 a 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 / weeks, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by bank cheque or money order. The bond amount is to be made out to 'The Rental Bond Board' and the rent amount and preparation fee is to be made out to 'Vertical Living' upon signing the Residential Tenancy Agreement. For security and insurance reasons, Vertical Living has a cash free policy.

### STATEMENT OF COSTS

Rental Bond (4 week's rent)	\$
Rent in advance	\$
Sub Total	\$
Less (deduct Reservation / Holding Fee)	\$
Amount payable on Signing Tenancy Agreement	\$

### RESERVATION FEE

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

- 1 The Reservation Fee of \$ \_\_\_\_\_ is equivalent to one week's rent to hold the property for a period of 7 days only;
- 2 The premises will not be let during the Reservation Period, pending the agreement or a residential tenancy agreement for the premises during the Reservation Period;
- 3 The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- 4 If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- 5 If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

### PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your 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 or tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Tenant Name

Signature

Date

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### TRADING REFERENCE AUSTRALIA (TRA)

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 / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord / Video Store 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my and / or the company's details have been entered on the register. 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 / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 / or 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 / Video store 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 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 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

I recognise that my photo ID may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, 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 and Landlords to assist them in evaluating applications for leases. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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.

Tenant Name

Signature

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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. If a personal search is required please print out the **Personal Disclosure and Application Form located in the "Contact us" field found on the TRA website.** Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. **Postal Address: Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 Phone: 02 9363 9244 Fax: 02 9328 2861 Email: info@tenantreference.com.au Web: www.tradingreference.com ABN 72 098 231 219.**

### 100 POINT IDENTIFICATION CHECK

In order to your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable and must be photocopied and attached to the application:

Item	Item
Drivers Licence or Passport	40 pts <input type="checkbox"/> Employment Reference on letterhead 20 pts <input type="checkbox"/>
Last 4 Rent Receipts or Current Tenancy History	30 pts <input type="checkbox"/> Motor Vehicle Registration Certificate 10 pts <input type="checkbox"/>
Bank Statement	20 pts <input type="checkbox"/> Medicare Card, Credit Card, Eftpos Card 30 pts <input type="checkbox"/>
Current Wage Advice	20 pts <input type="checkbox"/> Copy of Telephone, Electricity & Gas Account 10 pts <input type="checkbox"/>
Previous Tenancy Reference	10 pts <input type="checkbox"/> Copy of Birth Certificate or Marriage Certificate 10 pts <input type="checkbox"/>
Rates Notice	20 pts <input type="checkbox"/> Other Photo ID 10 pts <input type="checkbox"/>