



Real Estate Agents
Auctioneers and
Property Managers

Richardson & Wrench
Double Bay
352 New South Head Road
Double Bay NSW 2028

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Double Bay NSW 1360

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Residential Tenancy Application

Please provide photo ID plus a copy of your current ledger with your application

PROPERTY DETAILS			
What is the address of the property you would like to rent?			
Street	<input type="text"/>	Suburb	<input type="text"/>
Commencement Date	<input type="text"/>	Term of Lease	<input type="text"/> Months / years
Rent per week	\$ <input type="text"/>	No. of persons to occupy premises	<input type="text"/> Adults <input type="text"/> Children + ages
Do you have any pets?	Yes / No	If yes, what type?	<input type="text"/>

PERSONAL DETAILS			
Mr / Ms / Miss / Mrs / Other	Surname	<input type="text"/>	Given name/s <input type="text"/>
Date of Birth	<input type="text"/>	Drivers Lic No.	<input type="text"/> State <input type="text"/>
Passport No.	<input type="text"/> Country <input type="text"/>	Are you an Australian Citizen?*	<input type="text"/> Y/N Are you a Permanent Resident? <input type="text"/> Y/N
<small>*If you have answered No, we will need a copy of your current Visa</small>			
Home Ph.	() <input type="text"/>	Work Ph.	() <input type="text"/> Mobile No. <input type="text"/>
Email	<input type="text"/>		Fax No. () <input type="text"/>
Current address	<input type="text"/>	Suburb	<input type="text"/> State <input type="text"/>

FREE UTILITY CONNECTION SERVICE	
To save you time when you're moving house, Direct Connect can help you arrange your utility connections:	
PHONE	ELECTRICITY GAS ADSL INTERNET PAYTV
It's a FREE service and there's NO obligation- so just tick this box if you want Direct Connect to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.	
YES, please contact me!	<input type="checkbox"/> PM NAME: PHILIPPA TERNES
Utility connection services are provided by: Direct Connect	
Ph: 1300 664 715	Email: info@directconnect.com.au
Fax: 1300 664 185	Web: www.directconnect.com.au

PRIVACY STATEMENT
Privacy Disclosure Statement of Richardson & Wrench Double Bay
We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any defaults by you are held on a tenancy default database. Your consent to us collecting this information is set out below.
We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.
You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT
I, the applicant, acknowledge that I have read the Privacy Notice of Richardson & Wrench Double Bay. I authorise Richardson & Wrench Double Bay to collect information about me from:
(a) My previous letting agents and/or landlords;
(b) My personal referees;
(c) Any tenancy default database which may contain personal information about me. I also authorise Richardson & Wrench Double Bay to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Reference Australia (TRA) and/or National Tenancy Database (NTD).
I authorise Richardson & Wrench Double Bay to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties - valuers, contractors, salespeople, insurance companies, body corporate, other agent and tenancy default databases.
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.

NOTICE: Section 42A If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.	Signature	x
	Date	<input type="text"/>



APPLICANT HISTORY

How long have you lived at your current address? Years / months Rent paid \$ per week

Name of landlord or agent Landlord/agent ph no. ()

Why are you leaving this address?

What was your previous rental address?

Street Suburb

How long did you live at this address? Years / months Weekly Rent Paid \$

Name of landlord or agent Landlord/agent ph no. ()

Was the bond refunded in full? Yes / no If no, why not?

EMPLOYMENT HISTORY

Current Employment Details

Occupation? Name of employer

Employer's address Suburb

Contact name Phone no. ()

Length of employment Years / months Salary \$ p.a.

Previous Employment Details

Occupation? Name of employer

Employer's address Suburb

Contact name Phone no. ()

Length of employment Years / months Salary \$ p.a.

CONTACTS / REFERENCES

Please provide a contact in case of an emergency

Surname Given name/s

Address Suburb

Relationship to you Ph no. ()

Please provide three personal references (that are not related to you)

Name Daytime ph no. ()

Name Daytime ph no. ()

Name Daytime ph no. ()

OTHER INFORMATION

Does the applicant own a vehicle? Yes / no Make Registration no.

Financial Institution Details

Bank or building society Branch

BSB no. Account no.

RESERVATION

Please pay your reservation fees by bank cheque or money order. Complete this section if you wish to reserve the property for a period of time

Reservation fee \$

Reservation period days

The Landlord's Agent undertakes:

(a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;

(b) The whole fee will be refunded if the landlord does not decide to enter into a Residential Tenancy Agreement for the premises during the Reservation Period;

(c) 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;

(d) 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;

(e) If a residential tenancy agreement is entered into the fee is to be contributed towards rent for the premises.

Signature of the landlord's agent x

Date

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

Property rental

\$ per week or \$ per month

First payment of rent in advance \$

Rental bond (4 weeks rent) \$

Lease preparation fee \$ 15.00

Sub Total \$

Less reservation fee \$

Amount payable on signing tenancy agreement \$

Bank cheque or money orders only.

I acknowledge that this application is subject to the approval of 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 and am not bankrupt.

Applicant's signature x

Date

How did you find out about this property

Newspaper Internet Office Office Window

Local Paper Sign board at property Referral Other(Specify)