

*One application per adult to reside in the premises please * 100 Points are required for us to be able to process your application.

Address Of Property Applied For : _____

Surname: Mr / Mrs/ Miss _____

First Name/s : _____

Date Of Birth	Driver Lic No:	Rego Number
_____	_____	_____

20 POINTS: COPIES OF DRIVERS LICENCE OR PASSPORT MUST BE SUPPLIED

Present Address: _____

Home Phone : _____

Work Phone: _____

Mobile Number: _____

Presently you rent from: Agent Private Landlord Owned by You

20 points: COPY OF RENT PAYMENT LEDGER MUST BE SUPPLIED.
20 points: COPY OF UTILITY BILL/BANK STATEMENT/COUNCIL RATE

Name Of Present Agent Or Private Owner Or Selling Agent if Selling _____

Contact Phone Number For Agent Or Owner _____

How long At Present Address: _____ Weekly Rent Amount presently paid: _____

Reason For Leaving: _____

Previous Address: _____

Previous Agent / Private Owner: _____

Contact Phone Numbers For Previous Agent/ Owner: _____

Your Occupation: _____

Your Net Wage Per (circle which) Week Or Month Or Annual income is: _____

\$ _____
20 Points: COPY LAST PAYSLLIP MUST BE SUPPLIED
OR BANK STATEMENT OR ACCOUNTANTS LETTER
OR LAST TAX RETURN SHOWING YEARLY EARNING
OR 2 MOST RECENT CENTERLINK STATEMENTS

How Long At Present Employment: _____

Name of Company or Business where you work: _____

Address of Company/Business where you're Employed: _____

Employer / Accountant if you are self employed - : Contact Name: _____

Phone No. For Employer Contact Or Your Accountant if self employed: _____

Name Previous Employer or 2nd employer if working 2 jobs & Phone No: _____

How Long At Previous Employment: _____

(10 Points for written reference from previous employer)

Name of Next Of Kin In Case of Emergency: _____

Address Of Next Of Kin: _____

Contact Phone Numbers For Next Of Kin: _____

SPECIAL CONDITIONS: Details of any repairs / work / requests to be Carried out by the Landlord upon which this application is subject : _____

DETAILS OF TENANCY TO BE CREATED:

Total Number Of Persons To Reside In Property : ()

Number Adults: () Number Children: () Any Smokers? ()

Names of all persons to live in property (tick if name to be on lease)

Do You Want Permission For A Pet/Pets Yes <input type="checkbox"/> No <input type="checkbox"/> ? Type?	Does the Pet come inside? Yes <input type="checkbox"/> No <input type="checkbox"/>
What Breed?	How many

How Long A Lease Are You Seeking 6 Or 12 Months? : _____

Start Date Must be nominated for application to be considered:

Date This Lease is to Start: _____

Weekly Rent is \$ _____	Do you want to Pay fortnightly <input type="checkbox"/> or Monthly <input type="checkbox"/> Note: A tenant cannot be required to pay more than 2 weeks rent in advance but may elect to do so
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Note: The tenant will be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant

I DECLARE THE FOLLOWING:

I the Applicant acknowledge and consent to the Agent verifying personal and employment references and tenant history references.

I have inspected the above mentioned premises & wish to take a Tenancy for _____ months at a rental of \$ _____ per week which is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

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 owners Real Estate Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ _____ equivalent to _____ days rent to hold the Premises in favour of the Applicant for a period of _____ days, from ____/____/____ to ____/____/____ or as varied in writing.

1. If the Applicant has paid a holding fee, the Landlord must not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the Tenancy Agreement.
2. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy agreement or if the tenant refuses to enter into the Residential Tenancy Agreement.
3. A holding fee must not be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Landlords Agent.
4. If a Residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent.

I have read, understand & agree with the privacy policy set out on this form:

Applicants Signature: _____

Dated: _____

PRIVACY POLICY

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (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 Hamilton and Co ADDRESS 144 Longueville Road, Lane Cove NSW 2066
 PHONE 9427 7466 FAX 9427 6764 EMAIL rentals@hamiltonandco.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be assessed by you by contacting our office on the above numbers or address.

Primary Purpose

Before a tenancy can be 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 decline of your application
- TICA Default Tenancy Control 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
- Employers to validate your employment/information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

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

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to the Lessors/Owners insurer in the event of an insurance claim
- To provide 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

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to your personal information that we hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways.

Phone: 902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows.

Name, date of birth, drivers licence number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under the Tenant Information and Privacy Policies or by contacting TICA on our helpline 1902 220 346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant - MUST BE SIGNED OR YOUR APPLICATION WILL NOT BE PROCESSED

Osterley Park Pty Ltd T/A Hamilton & Co Real Estate, the Real Estate Agents acting for the owner of the afore mentioned premises, acknowledge receipt of the application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

Print Applicants Name:	Agents Name:
Applicants Signature:	Agents Signature:
Date:	Date:

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

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

OFFICE USE ONLY

Employment details confirmed Yes <input type="checkbox"/>	Previous agent/landlord contacted Yes <input type="checkbox"/>
Current agent/landlord contacted Yes <input type="checkbox"/>	TICA check completed Yes <input type="checkbox"/>

Name of Landlord contacted _____ Email / phone approval _____

Accepted **Yes / No** 6 / 12 / 24 / _____ week / month lease

\$ _____ per week **Fortnightly / monthly payments** Start date: _____

Any special conditions or notes? _____