



APPLICATION FOR TENANCY

Note: Each occupant over 18 to complete separate applications

Source of Enquiry (Please tick which)	<input type="checkbox"/> Sydney Morning Herald <input type="checkbox"/> Local Paper <input type="checkbox"/> Green Park Web site <input type="checkbox"/> Domain.com.au <input type="checkbox"/> Realestate.com.au <input type="checkbox"/> Other
Rental Property	Address: _____ _____ Rent: _____ Lease Term: _____ Commencement Date: _____
Applicants Details	FullName: Mr/Mrs/Ms: _____ _____ Current Address: _____ _____ If Applicant is a company A.C.N _____
Personal Details	Date of Birth: _____ Drivers Licence: _____ Passport No. _____
Contact Details	Ph. (H): _____ Ph. (W) _____ Ph. (Mob): _____ Email: _____ No. of Occupants: _____ Adults: _____ No. of Children: _____ Ages: _____ Pets: Yes/No Number & Type _____ Smoker: Yes/No
Next of Kin (In case of emergency) <u>Not party to application</u>	Name: _____ Contact No. _____ Address: _____ Relationship: _____ Email: _____
Name of any other Occupants (No Ph number required if under 18)	Name: _____ Ph No: _____ Age: _____ Name: _____ Ph No: _____ Age: _____ Name: _____ Ph No: _____ Age: _____ Name: _____ Ph No: _____ Age: _____
Current Tenancy	Current Agent/Landlord: _____ Ph. _____ Term of Tenancy: _____ Years _____ Months Rent \$: _____ Reason for leaving: _____
Previous Tenancy (If current tenancy has been for less than 2 years)	Address: _____ Agent/Landlord: _____ Ph. _____ Term of Tenancy: _____ Years _____ Months Rent \$: _____ Reason for leaving _____

Current Employment	Current Employer: _____ Address: _____ Job Description: _____ Term of Employment (Yrs) _____ Contact Person (e.g. Human Resources/Manager): _____ Contact No. _____ Approx Annual Salary: _____		
Previous Employment <i>(If current employment is less than 2 years)</i>	Previous Employer: _____ Job Description: _____ Term of Employment: _____ Contact Person: _____ Contact No. _____		
Personal References <i>(NOT RELATIVES OR EMPLOYERS)</i>	Name	Ph. (W)	Ph. (H)
	1. _____		
	2. _____		
	3. _____		

MUST BE ANSWERED. (failure to supply this information may result in the application being refused processing)

- **Does the Applicant have a Criminal Record in Australia or any other Country? If Yes, note below.** YES/NO
- **Is the Applicant on parole in Australia or any other country? If Yes, note below.** YES/NO
- **Is the Applicant in proceedings for any non payment of a debt, commercial or otherwise?** YES/NO
- **Is the tenant in possession of any information that may affect the landlords ability to make an informed decision. If Yes to any of the above, please note details below.** YES/NO
- **Have you ever attended the Consumer Trader & Tenancy Tribunal for a tenancy matter? If so, please provide further details below.** YES/NO

I understand and agree to the following:

- During my inspection of this property I found it to be in clean & tidy condition -YES/NO
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 to the Landlord's approval:

- I acknowledge that this is an application to let this property only and that my application is subject to the Landlord's approval.
- I confirm having completed this form I have kept a copy of this application for my records.
- I have read & agree to the 'Declaration Form' on page 3 of this application
- I confirm if I choose to pay monthly, I agree that the 'calendar monthly rental' is calculated as follows:
Weekly rental ÷ 7 days x 365 days ÷ 12 months = Calendar monthly rental
(Example: \$400.00 per week ÷ 7 days = \$57.142 x 365 days = \$20, 857.14 ÷ 12 months = \$1, 738.09 per calendar month)
- I agree that the agent is authorised to confirm and check all details herein for authenticity.
- If my/our application has been approved we agree to pay a holding deposit.
- If we decide not to proceed with the tenancy, we agree that the Landlord will retain the holding deposit as rent for all or part of the time the property has been withdrawn from the market whether withdrawn from advertising or not.
- The holding deposit will be used as rent in the event the tenancy is approved and tenancy agreement commences.
- I/we agree to receive all relevant tenancy notices via email.
- **I AGREE TO PAY THE RENTAL BOND THROUGH RENTAL BONDS ONLINE.**

Signed: _____ Date: _____

REQUIRED DOCUMENTS TO ACCOMPANY THIS APPLICATION:

- *A copy of your current drivers licence or passport*

SUGGESTED DOCUMENTS TO COMPLIMENT THIS APPLICATION

- *Payslips – Ideally 2*
- *Tenancy Ledger from previous leased property*

For further information please contact:

Green Park Realty - Newington NSW 2127 Phone: 9647 2888 Fax: 9647 2188

Email: info@greenparkrealty.com.au or david@greenparkrealty.com.au

PROPERTY MANAGEMENT

Disclosure statement & consent MUST be attached to your Application for Tenancy.

PRIVACY & DISCLOSURE STATEMENT OF ECSEER PTY LTD trading as GREEN PARK REALTY.

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 or past employers and your personal referee's. We will also check whether any details of tenancy defaults by you are held on a tenancy database. We reserve the right to use any database to access this information. Your consent to collect 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 is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlords 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 office. If you do not complete this form or do not sign the consent below then your application for tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

TRA, TICA DISCLOSURE

I understand this agent may be a member of Trading Reference Australia Pty Ltd. (TRA) or TICA and may conduct a reference check with that organisation/s. I authorise this Agent to provide any information about me to TRA/TICA/ Landlord for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA or TICA. I acknowledge that if I am currently listed as a defaulter with TRA or TICA, this Agency / Landlord 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, I may be listed as a defaulter with TRA or TICA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord and I hereby authorise this agent to provide information about me to TRA or TICA and my default to TRA or TICA in connection with that listing.

I acknowledge that information provided to TRA or TICA 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/other persons or institutions for the purpose of locating me.

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.

(If more than one applicant, "I" means "We" in this form).

Trading Reference Australia or TICA may be contacted during business hours regarding any records kept about you.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Ecseer Pty Ltd trading as Green Park Realty. I authorise Green Park Realty to collect information about me from:

- a) My previous letting agents and/or landlords
- b) My personal references and place of employment.
- c) Any tenancy default database which may contain personal information about me. I also authorise Green Park Realty to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default databases to which it subscribes.
- d) Any public information Internet media sites.

I authorise Green Park Realty to disclose any personal information it collects about me/us to the owner of the property, even if the owner is resident outside Australia. I also authorise Green Park Realty to use and disclose my details to:

- Financial services products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Utilities providers (to arrange connection or transfer of telephone gas and electricity etc)
- Trades people for the facilitation of and access for repairs and maintenance, **tenant must allow access.**

I agree I have read all the above declarations and agree to all authorisations:

PRINT NAME.....

SIGNATURE.....**DATE**.....