



44 PRESIDENT AVENUE  
 CARINGBAH NSW 2229  
 PHONE: (02) 9524 0777  
 FAX: (02) 9524 0755  
 newtonrealestate.com.au

## TENANCY APPLICATION FORM

- **Our office requires 100 points of Identification prior to approval of your application.**
- **You will be required to provide Proof of Income with your application – most recent pay slip and/or bank statement**
- **If you receive any form of Government Assistance written confirmation must be included**
- **If you are self employed a copy of your Certificate of Registration of Business Name must be attached and proof of income - Profit & Loss Statement**
- **All rent, bond and the lease preparation fee are to be paid prior to taking possession of the property**
- **You must inspect the property prior to submitting your application**
- **We will endeavour to contact you personally within 48 hours of receiving your application**
- **If your application is approved your rental payments will be made via direct debit and bank details will need to be provided.**
- **Please ensure the application form is fully completed and the front page of the application and the TRA form are signed – YOUR APPLICATION WILL NOT BE PROCESSED UNTIL WE HAVE RECEIVED THE ABOVE DOCUMENTATION**

### CIRCLE POINTS YOU ARE PROVIDING

Drivers Licence	50
Your last 4 rent receipts or rental ledger	40
Passport	40
Photo Id	30
Minimum Two (2) references from previous landlord or Agent	20
Current car/bike registration papers	10
Copy of Birth Certificate	10
Bill with your current address	10
Most recent payslip	10
NUMBER OF POINTS	



**F. APPLICANT HISTORY**

6. How long have you lived at your current address?

Years	Months
-------	--------

7. Are you renting or home owner? Renting  Home Owner 

8. Why are you leaving this address?

9. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

10. What was your previous residential address?

  
 Postcode

11. How long did you live at this address?

Years	Months
-------	--------

12. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

13. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone number

Length of employment

Years	Months
-------	--------

Net income?

 \$

14. Please provide your previous employment details

Occupation?

Employer's name:

Phone number

Length of employment

Years	Months
-------	--------

Net income?

 \$
**H. CONTACTS / REFERENCES**

15. Please provide a contact in case of emergency

Surname

Given name/s

Address

Phone no.

16. Please provide two personal references (not related to you)

1. Surname Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

17. Car Registration

18. Please provide details of any pets:

Breed / type Council registration / number

1.
2.

19. Are you smoker? YES  NO 

20. I confirm the following:

During my inspection I found the property to be in a reasonably clean &amp; acceptable condition YES / NO

**J. TERMS OF TENANCY**

21. What lease term will you commit to?

26 weeks	<input type="checkbox"/>	OR	52 weeks	<input type="checkbox"/>	Other: _____
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22. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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23. Property rental?

\$ <input type="text"/>	PER	<input type="text"/>	(see direct debit form)
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Items you believe need attending prior to occupation (subject to owner's approval):

  

**Statement of costs:**

Rental Bond (to be lodged with Bond Board) \$ \_\_\_\_\_ (4 weeks rent)

Lease preparation fee: \$ 15.00 (fixed cost)

2 weeks rent in advance: \$ \_\_\_\_\_ (if no deposit)

INITIAL PAYMENT MUST BE IN THE FORM OF CREDIT CARD fee applies / BANK CHEQUE OR MONEY ORDER PAYABLE TO:

**David Newton Real Estate.****K. RESERVATION**

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; and
- (e) if a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent

 X

Date

 / /

# TRADING REFERENCE AUSTRALIA

Newton Real Estate Pty Ltd  
44 President Avenue, Caringbah NSW 2229  
(ph) 02 9524 0777  
(fax) 02 9524 0755  
rentals@newtonrealestate.com.au

## TRA DISCLOSURE

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 the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord 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 the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. 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 the company whose name appears on the lease are currently listed as a defaulter with TRA, 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, 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 the 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 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. I recognize 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 and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. 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).

**"I have read and I understand the above information"**

**Print Name of Tenant** .....

**Signature of Tenant**..... **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. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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# **SPECIAL** **CONDITIONS**

Listed below are the current special conditions which will be required to be signed by you as a part of your Residential Tenancy Agreement with our office.

These special conditions are designed to suit all of our residential properties and therefore some terms may not apply to the property you will be renting. To confirm which terms and conditions will form a part of your lease prior to signing, please contact one of our Property Management staff members.

If dispute any of the below terms or wish to know more information, please contact one of our property management staff members on 02 9524 0777 or [rentals@newtonrealestate.com.au](mailto:rentals@newtonrealestate.com.au)

1. Where the property is separately metered the tenant is liable for water usage, as charged by Sydney Water. This will be invoiced quarterly by our office with a copy of the invoice from Sydney Water.
2. In the event that a Direct Debit or Cheque is returned to the landlord, the tenant shall compensate the landlord immediately for costs incurred.
3. The agent agrees to give the tenant 7 days notice of their intention to carry out a routine inspection and tenant understands and agrees that the landlord's agent can use the office set of keys to the property described in this lease for all future routine inspections that are carried out during the fixed term or continuation period of this tenancy.
4. The tenant understands and agrees that the landlord may accompany the agent on the periodic inspection and that digital photograph may be taken.
5. It is the tenant's responsibility to pay for any installation or connection fee regarding telephone, pay TV, gas or electricity for the property unless otherwise agreed.
6. Where there are gardens or lawns, the tenant is responsible for the upkeep of these, paying attention to the way the grounds were presented at commencement of the tenancy agreement.
7. Where the tenant is allowed pets, the tenant is responsible for any damage caused by the pet and the landlord accepts no responsibility for the actions of the animals during the period of the lease.
8. The tenant agrees to keep the property free of animal droppings and make good any damage caused by the animal during the tenancy.
9. The tenant agrees that they are responsible for having the property professionally fumigated for fleas at the end of the tenancy and during the term of the lease if a flea infestation becomes apparent.
10. The tenant acknowledges and agrees that it is the tenant's responsibility, on vacating to return lawns and gardens back to their original state as described on the ingoing condition report.
11. Unless otherwise stated, any air-conditioner or dishwasher in the property is to remain in the property, but will not be maintained by the owner. This means that should the appliance not work (or ceases to work), the owner will not be held liable to repair or replace the appliance. Nor is the tenant responsible to ensure that the appliance is working at the end of the tenancy.
12. The tenant understands that the owner is unable to insure the tenant's belongings and it is in the tenant's best interest to insure them.
13. The tenant understands and agrees that if any keys supplied at the start of the tenancy are not returned upon vacant possession the tenant will be required to have the locks changed and new keys supplied at their own expense.
14. The owner is not liable to provide additional security for insurance company purposes. It is the owner's responsibility to: "provide and maintain locks or other security devices necessary to keep the residential premises reasonably secure.
15. Any alterations or additions to the property, including but not limited to hooks, fixtures, Blue Tac or sticky tape are not be used on any wall without written permission from the agent or owner.
16. Pools and Pool equipment. It is the tenant's responsibility to maintain the pool on a 'day to day' basis, even if the pool is professionally maintained. Any pool equipment is to remain with the pool and to be maintained and kept in good condition. Any Kreepy Krawly or other automatic pool cleaning device remains the property of the owner and should be maintained, however if it fails to work the owner will not be liable for repair or replacement, provided manual cleaning equipment is available. The tenant is responsible to pay for any chemicals used in the pool.
17. The tenants are not to smoke inside the property.
18. The tenant acknowledges and agrees that any "Blue Loo" or cleaning product which attaches to the inside of bowl of the toilet and subsequently falls in the bowl causing a blockage of the toilet will be repaired at the tenants expense.