



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
- Application processing time is 3-4 working days. We will contact you at this time with the result of 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 TICA 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 or bank statement	At least one of these must be provided
NUMBER OF POINTS	

Application Form

For your application to be processed you must answer all questions



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AGENT DETAILS

Newton Real Estate
44 President Avenue Caringbah NSW 2229
Phone: (02) 9524 0777
Fax: (02) 9524 0755
Email: rentals@newtonrealestate.com.au

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. How many people will normally occupy the property?
 Adults Children (Ages: _____)

B. PERSONAL DETAILS

3. Please give us your details
Mr Ms Miss Mrs Other
Surname Given name/s
Date of Birth
Driver's license no. - Photocopy required Driver's license state
Passport no. Passport country
Pension/ Centrelink no. (if applicable) Pension type (if applicable)

4. Please provide your contact details
Home phone no. Mobile phone no.
Work phone no. Fax no.
Email address

5. What is your current address?

 Postcode

How did you find out about the property?
 Paper Internet Sign Rental List
 Window Display Agent Phoned Other _____

C. PAYING RENT BY DIRECT DEBIT

Our office accepts payment of rent by **Direct Debit from your bank account only**. This service is free of charge.*

If your application is approved bank details will need to be provided at your lease signing appointment. Keys to the property cannot be released unless the direct debit request form has been completed and returned.
* Some banks and building society's may charge a fee. There is no charge payable to our office for the use of this service. Fees apply for returned direct debit payments.

Please sign to acknowledge you have read Section C and understand and agree to pay rent by direct debit.
Signature Date

How would you rate our service so far? Please circle: ☺ ☹ ☹

D. FREE UTILITY CONNECTION SERVICE **INDNC**

To save you time when you're moving house, **UtilityOne** can help you arrange your utility connections:

PHONE ELECTRICITY GAS
ADSL DIAL UP INTERNET PAY TV

It's a **FREE** service and there's **NO obligation** - so just tick this box if you want **UtilityOne** 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!

Utility connection services are provided by: **UTILITYONE**

Phone: 13 18 19 Email: contact@utilityone.com.au
Fax: 1300 88 95 98 Web: www.utilityone.com.au

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

DAVID NEWTON LICENSEE

E. 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 amounts as specified in Section K.
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.

I authorise the Agent to obtain personal information from:
(a) the owner or the Agent of my current or previous residence;
(b) my personal referees and employer/s;
(c) any record, listing or database of defaults by tenants;
If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
I am aware that the Agent will use and disclose my personal information in order to
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow organizations/trades people to contact me
(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

If Section E is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

Signature Date

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.

Property manager name you have been dealing with:

Kerrie Walker <input type="checkbox"/>	Liz Kennedy <input type="checkbox"/>
Alison Agung <input type="checkbox"/>	Dianne Latta <input type="checkbox"/>

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 & 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. Date you would like to commence the lease?

<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:	\$ (deposit)*

*deposit will be paid once application has been approved

Initial payment must be in the form of credit card (fee applies), bank cheque or money order payable to: **NEWTON REAL ESTATE PTY LTD****AGENT DETAILS**

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PO Box 120
CONCORD NSW 2137
Phone: 02 97431800 **Fax:** 02
987434844
Email: enquiries@tica.com.au
ACN: 087 400 379
ABN: 84 087 400 379
DEFAULT TENANCY CONTROL P/L

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: [Newton Real Estate Pty Ltd](#)
Address: [44 President Avenue, Caringbah NSW 2229](#)
Phone: [02 9524 0777](#) Fax: [02 9524 0755](#)
Email: rentals@newtonrealestate.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses. Primary Purpose before a tenancy is 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 rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist 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
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- 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 the TICA Group may collect personal information about you, the following information about the TICA Group 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. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 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

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant:

Signature

Print Name

Date

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

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 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 and permission must be sought and given for the installation of Pay TV.
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 to lawns and gardens 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. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. The tenants are not to smoke inside the property.
17. 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.