

## 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
- 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 – Accountants details.
- All persons over 18 years of age must complete an individual application form.
- Two weeks rents and bond will have to be paid prior to taking possession of the property.
- You must inspect the property prior to submitting your application.
- Application processing time is 2-3 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 or Proof of age card or Current Passport - <b>COMPULSORY</b>	30
Proof of Income – Recent payslip or bank statement or Centrelink Statement- <b>COMPULSORY (bank statement from internet without name and address will not be accepted)</b>	30
Your last 4 rent receipts or rental ledger or front page of current RTA	20
Medicare Card or Health Care Card	10
Electricity / Gas or Phone Invoice with current address	10
Motor Vehicle or Motor Bike registration	10
Copy of Birth Certificate	10
Debit/Credit Card	10
Water or Council Rates with Current Address	10
NUMBER OF POINTS	

# Application Form

For your application to be processed you must answer all questions



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

## AGENT DETAILS

### Newton Real Estate

44 President Avenue Caringbah NSW 2229

Phone: (02) 9524 0777

Fax: (02) 9524 0755

Email: [rentals@newtonrealestate.com.au](mailto: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

First Language spoken

Driver's license no. - Photocopy required  Date of Birth

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?

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.

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

### UTILITY CONNECTION SERVICE - PLEASE SELECT

**FAST CONNECT**

**FREE UTILITY CONNECTION SERVICE**

Connections:	TICK	Connection Date
Electricity <input type="text"/> AGL <input type="text"/> Connect <input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Mains Gas <input type="text"/> AGL <input type="text"/> Connect <input type="checkbox"/>	<input type="checkbox"/>	
Telephone <input type="text"/> Telstra <input type="text"/> Connect <input type="checkbox"/>	<input type="checkbox"/>	

Do you require? Pay-TV Information

Broadband Internet

Wireless Broadband

FAST CONNECT PRIVACY POLICY

To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect. Full policy is with AGL disclosure.

## 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 J.

I acknowledge that this application is subject to the approval of the 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 D 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

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. Are you considering an Aged Care Residence or D.H accommodation

YES  NO 

21. I confirm the following:

During my inspection I found the property to be in a clean &amp; acceptable condition

YES  NO **J. TERMS OF TENANCY**

22. What lease term will you commit to?

26 weeks  OR 52 weeks  Other: \_\_\_\_\_

23. Date you would like to commence the lease?

Day	Month	Year
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24. Property rental?

\$	PER	Week/fortnight
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Items you believe need attending prior to occupation (subject to owner's approval):


**Statement of costs:**

To be paid to Newton Real Estate prior to signing the Residential Tenancy Agreement

Rental Bond equivalent to 4 weeks rent to be lodged with Rent Bond Board. \*\*Plus 2 weeks rent to be paid in advance. The holding fee being 1 weeks rent will form part of this amount.\*\*

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

\*\*A holding fee of 1 weeks rent will be required to be paid within 24 hours of this application being approved. The holding fee will be forfeited in full if you withdraw your application prior to signing the lease unless there has been a breach of Sect 24 of the Residential Tenancies Act 2010.



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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](mailto: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](http://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

1. In the event that a Direct Debit is returned to the landlord, the tenant shall compensate the landlord immediately for costs incurred.
2. The 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 and they also understand and agree that the landlord may accompany the agent and that digital photographs may be taken.
3. It is the tenant's responsibility to pay for any installation or connection fee for telephone, internet connections and permission must be sought and given for the installation of Pay TV dish to the building or connection for Cable TV.
4. 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.
5. 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.
6. 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.
7. Unless otherwise stated, the 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 not working at the end of the tenancy.
8. 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.
9. The tenants are not to smoke inside the property.
10. The tenant acknowledges and agrees that any 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 tenant's expense.
11. The tenant confirms and agrees that they have been given a copy of 'Care & Cleaning of polished timber floor boards'. They are aware that they need to take precautions and special care to ensure the floor is not damaged and is cleaned in the correct way.

**Signed by the Applicant:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date