

F107, 24-32 Lexington Drive
Bellavista 2153

Regency

Real Estate

Email: admin@regencyre.com.au

Application Checklist

PLEASE NOTE: Applications will not be accepted until they are completed, signed & all documents provided. Applications will only be processed when they are fully complete.

- Any person over 18 who will be living at the property must submit an application completed in full.
- Please allow at least 24 hours for your application to be processed.

We Require:

1. PAY SLIPS/ PROOF OF INCOME

Each applicant must also provide the following documents (where applicable):

- ▶ Payslip/confirmation of employment (current) or
- ▶ Proof of Business ownership
- ▶ Bank Statements
- ▶ Proof of Centrelink and/or government assistance
- ▶ Latest Tax Return (business or personal)

2. RENTAL HISTORY/ PROOF OF OWNERSHIP

We need verification that you are either renting your current property or own it. If neither is the case, we require the contact details of the lessor or landlord. If you own your home, we require either a council rates notice or front page of the contract for sale.

3. IDENTIFICATION

No application will be accepted unless suitable identification is supplied. Each applicant must provide 100 points of ID based on the following:

Passport or Drivers Licence (current)	40 points
Birth certificate and/or proof of citizenship	20 points
Payslip and/or letter of employment:	20 points
Bankcard and/or Medicare card	20 points
Phone/gas/electricity/account (current):	10 points

HOLDING DEPOSIT: Approved applicants are required to pay a two week goodwill deposit within 24 hours either by bank transfer. Withdrawn application deposits will be forfeited.

MONIES REQUIRED AT COMMENCEMENT OF TENANCY: On or before the lease sign up, a rental bond (4 x weeks rent) and 2 weeks of rent in advance (holding deposit will be applied as rent) must be paid to us via bank transfer

HOME BASED BUSINESSES: It is a condition of any applicant to acknowledge that entering into a Residential Tenancy Agreement (RTA) is for domestic purposes only. Nor our landlord or Regency Real Estate consent to a home based business.

BY SIGNING THE APPLICATION FORM AND APPLYING FOR THIS PROPERTY YOU AGREE THAT YOU HAVE VIEWED THE PROPERTY IN THE PRESENCE OF AN AGENT FROM OUR OFFICE.

Should there be more than one applicant a separate application form should be completed for each applicant.

OFFICE USE ONLY	Agents Name	KESP Sydney Investments Pty Ltd		
	Address	F107		
		24-32 Lexington Drive, Bella Vista, NSW	Postcode	2153
	Phone	02 7258 8888	Fax	Email Khalil@regencyre.com.au

PREMISES - Address of Premises applied for:

Suburb	State	Postcode
Car space / garage / storeroom number	Excluding:	

APPLICANT - PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> other	Date of Birth	/	/	Gender
Given name					Last name				
Present address					Postcode				
Phone: Work					Home				
Email * (see note)					Mobile				
Vehicle registration No.					Driver's Licence No.				
Passport No.					Expiry Date	/	/	Country of Issue	
Bank or Building Society					Branch				
BSB	/					Account Number			
Medicare Card Number					Reference Number	Colour of Card	Expiry Date		

* Note: By including your email address, you consent to service of any documents, including this application and any documents required to be served under or because of this application, by way of email, including but not limited to any tenancy agreement arising under this application.

PERSONAL REFERENCES

Referee 1 - Name			
Phone: Work	Mobile		
Email			
Referee 2 - Name			
Phone: Work	Mobile		
Email			

EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced	/	/
Gross weekly wage / salary			
Employer's name			
Employer's address			
	Postcode		
Phone: Work	Mobile		
Email			
Previous employer's name			
Previous employer's address			
	Postcode		
Phone: Work	Mobile		
Email			
Period of employment	/	/	to / /

APPLICATION FOR TENANCY

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name	Relationship
Address	
Postcode	
Phone: Work	Mobile
Phone: Home	Email

TENANCY HISTORY

Name of present Landlord/Agent	
Phone: Work	Mobile
Email	
Reason for leaving	

 Length of time at present address Current rent paid \$

Name of previous Landlord/Agent	
Phone: Work	Mobile
Email	
Reason for leaving	

 Address of previous premises rented
 Postcode
OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

 Adult(s) Children Ages of Children

 Pet(s) Yes No If Yes, number and type

 Smoker(s) Yes No

DETAILS OF RENTAL - OFFICE USE ONLY

 Type of Premises:
 Furnished Unfurnished
 Rent \$ per
 commencing from / / for a period of months / weeks

Note: A tenant must 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.

Residential Tenancy Agreement

 Residential Tenancy Agreement to be signed on / / at am/pm

INITIAL PAYMENT

 Rental Bond to be paid \$ Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required prior to the execution of a Residential Tenancy Agreement.

 Rent months / weeks / days \$ Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Rent must be paid by cleared funds

 Sub Total \$

 Less Holding Fee (if any) \$

 Total \$

1. APPLICATION

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 owner's Agent.

2. HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the *Residential Tenancies Act 2010* (NSW), 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.

- i If the Applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential 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 Residential Tenancy Agreement.
- ii A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
- iii 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 Agent.
- iv If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
- v 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 of the residential premises.

3. ONLINE RENTAL BOND SERVICE

This is an invitation for the Applicant to provide an e-mail address that can be used, if this Application is successful, for the purpose of using the online rental bond service. If the Applicant fails to provide an e-mail address, the Landlord or Agent may require or receive a rental bond and lodge the rental bond with the Rental Bond Board using the paper-based Rental Bond Lodgment form. The Applicant's e-mail address for this purpose is:

4. Details of any repairs or other work to be carried out by the Landlord:

5. Details of any special requests made by the Applicant (if any):

6. DECLARATIONS AND UNDERTAKINGS

Have you made an application for accommodation in any social housing premises, as defined in the *Residential Tenancies Act 2010* (NSW) or aged care facility? YES NO If Yes, date application made / / .

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above-mentioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ per week and I declare that the rental to

be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

7. ACKNOWLEDGEMENT AND AGREEMENT BY AGENT

I/We, KESP Sydney Investments Pty Ltd

Trading as Regency Real Estate

the Agents acting for the owner of the above Premises, acknowledge receipt of the above Application and, if the Applicant is approved, agree to prepare within the holding period (if any) a Residential Tenancy Agreement/Lease of the Premises.

8. PRIVACY

- i The *Privacy Act 1988* (Cth) (the **Privacy Act**) allows certain information about the Applicant referred to in this Application to be collected, held, used and disclosed for the purpose for which it was collected as notified to users, and otherwise in accordance with the Privacy Act.
- ii This privacy clause outlines how the Agent holds, uses and discloses the Applicant's personal information (as that term is defined in the Privacy Act). This privacy clause only applies to the extent the Agent collects, holds, uses and discloses personal information. In this Privacy Policy, a reference to personal information includes, where context permits, sensitive information.
- iii This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

- iv The Agent may collect, hold, use and disclose personal information the Applicant provides in this Application or collected from other sources for the following purposes: (a) identifying and/or verifying the Applicant's identity; (b) processing and assessing the Application; (c) assessing the Applicant's suitability and ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) making recommendations to the Landlord about the Application and the Applicant; (e) managing the tenancy for the Landlord; (f) processing any payment (including, without limitation, the exchanging of personal information with the relevant payment provider, where necessary); (g) liaising and exchanging information with the Applicant and any joint applicant for the property, and the Agent's or Applicant's (including the joint applicant's) legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) complying with any applicable law; (i) complying with any dispute resolution process; (j) serving and signing (or arranging signing and service of) this Application; (k) contacting and liaising with third parties (including, without limitation, goods and services providers and insurers); (l) contacting and liaising with utility suppliers (including for electricity, water and gas) and utility service aggregators (in either case, if the Agent offers the service(s) and the Applicant requests the Agent to refer the Applicant to such services); and (m) search the records of third party operators of tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax), and in relation to each of these matters to provide those parties with the Applicant's personal information.
- v If the personal information outlined in this Application or requested by the Agent is not provided by the Applicant, the Agent may not be able to carry out any or all of the steps described above and may therefore not be able to process/progress the Application. The Agent may also not be able to discharge its obligations in this Application. It is impracticable for the Agent to deal with an Applicant who has not identified him, her or itself or used a pseudonym.
- vi Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy and the Applicant's compliance with and conduct as a tenant under the Residential Tenancy Agreement may be disclosed by the Agent for any of the purposes for which it was collected (as outlined above) to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, any agent (if applicable), actual and/or prospective purchasers, the legal and other advisors of the Agent, Applicant, clients of the Agent both existing and potential, advertising and media organisations, property data service providers, valuers, parties engaged to evaluate the Premises, owners' corporations, government and statutory bodies, government agencies, financial institutions, Courts, regulatory bodies and law enforcement agencies, tribunals responsible for residential tenancy matters, third party operators of tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax), other third parties (including, without limitation, goods and services providers, insurers, utility suppliers and aggregators) and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required, authorised or permitted by any applicable law.
- vii Information held by third party tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax) may also be requested by and disclosed to the Agent and/or the Landlord in connection with the Application and any subsequent Residential Tenancy Agreement. If the tenancy database is being operated by Equifax, please refer to the Equifax privacy policy (referenced below). If the tenancy database is provided by any other operator, please refer to the relevant privacy policy of the operator for the tenancy database. If you are concerned about any personal information held by a third party tenancy database, you should contact the relevant third party tenancy database to check the accuracy of the information held. Information held by a tenancy database may include previous tenancy history including whether the Applicant has been blacklisted or assigned a risk category by a member of the National Tenancy Database, history of bankruptcy, Court (civil) records and previous directorship and proprietorship in relation to the Applicant. Operators of the third party tenancy database may offer other services from time to time, and the Applicant must read and consider the relevant tenancy database operator's privacy policy concerning their use, collection and disclosure of the Applicant's personal information before deciding to engage such services. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, to the extent permitted by law (including with respect to any domestic violence termination notice), that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, government agencies, Courts, regulatory bodies and law enforcement agencies, and tribunals responsible for residential tenancy matters.
- viii If the Agent offers the service(s) and the Applicant requests the Agent to refer the Applicant to utility suppliers (including for electricity, water and gas) or utility service aggregators then, in either case, the Applicant must read and consider the privacy policy of the relevant utility supplier or utility aggregator concerning their use, collection and disclosure of the Applicant's personal information.
- ix The Agent may also use the Applicant's personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (by ticking the box below) or has previously told the Agent not to.
- x If the Applicant **does not** wish to receive any information about such products and services then please tick this box: or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.
- xi The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Privacy Act) to withhold that information. The Applicant also has the right to make a complaint about the way in which the Agent has handled the Applicant's personal information or that the Agent may have breached this privacy clause or the Privacy Act. The Applicant also has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.
- xii Any requests for access to the Applicant's personal information or any complaints should be made in writing to the Agent at the contact details included in this Application.
- xiii The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information).
- xiv The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, unauthorised access, modification or disclosure.

- xv The Agent may disclose the Applicant's personal information outside of Australia. In doing so, the Agent will take reasonable steps that are reasonable in the circumstances to ensure that any overseas recipient will deal with such personal information in a way that is substantially similar to, or consistent with, the way in which the relevant Australian Privacy Principles in the Privacy Act protects such personal information.
- xvi By signing this Application, the Applicant: (a) acknowledges that it has read, understands and accepts the terms of this privacy clause and; (b) provides express permission to collect, hold, use and disclose personal information in the manner described in this privacy clause.

National Tenancy Database – Equifax Australia Information Services and Solutions Pty Limited

Address: Public Access Division, PO Box 966, North Sydney NSW 2059
 Telephone: 1300 762 207 (8:30am – 6:00pm Monday – Friday)
 Website: www.equifax.com.au/
 Privacy Policy: <https://www.equifax.com.au/privacy>

9. 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.

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

APPLICANT

This document may be signed on paper or electronically.

Applicant's Signature

Date

Name of Signatory

AGENT

This document may be signed on paper or electronically.

Agent's Signature

Date

Name of Signatory

Note: If the Applicant has not included their email in this Application, the Agent should not infer consent to email service merely from the receipt or response to emails from the Applicant.

How did you find this Property?

Local Paper
 Internet
 Sign on Property
 Agent's Window
 Letterbox Drop
 Referral
 Other

**OFFICE
USE
ONLY**

References checked by
Employment
Present Landlord/ Agent
Previous Finalised Credit
Bank
References
Notes



TICA Statement & Privacy Act Acknowledgement Form

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

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian 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

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

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 Australian 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 cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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 Data Solutions 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.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

Please complete all sections of this application to enable us to connect your utilities.

Applicant Details

Mr Ms Miss Mrs Other Given Name/s: _____

Surname: _____ Date of Birth: ____/____/____

Phone Number: _____ Mobile Number: _____

Property Details

Property Manager: _____

New Property Address: _____

Move in date: ____/____/____

Connection date: ____/____/____

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Phone: 1300 400 600
Fax: 1300 326 468

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity Gas Telephone Internet Pay TV
 Car Life Health Home & Contents Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____

Date: ____/____/____