



ABN 24 149 162 194

Suite 6.01/53 Walker St
North Sydney NSW 2060
W 02 9956 3894 F 02 8076 8610

APPLICATION TO RENT RESIDENTIAL PROPERTY

100 POINTS OF IDENTIFICATION

Before any application for tenancy is processed, you are required to provide at least 100 points of identification with this application.

- **Driver's License/ proof of age 40 Points**
- **Passport 40 Points**
- **Last 4 rent slips/Rental Ledger 30 Points**
- **Bank Statement 20 Points**
- **Last 3 pay slips 20 Points**
- **Bankcard/Medicare 10 Points**
- **Copy of Current Gas, Electricity or Phone Bill 10 Points Each**
- **Letter of Employment 10 Points**
- **Copy of Birth Certificate 10 Points**
- **Student ID 10 Points**

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



A. AGENT DETAILS

Sky View Property

Address: Suite 6.01/53 Walker St, North Sydney 2060
Postal Address: PO BOX 324 Castle Hill NSW 1765
Work Number: (02) 9956 3894
Fax Number: (02) 8076 8610
Email: clydelin@skyviewproperty.com.au
Web: www.skyviewproperty.com.au

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many tenants will occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details
 Mr Ms Miss Mrs Other
 Surname Given Name/s

Date of Birth Driver's licence number
 Driver's licence expiry date Driver's licence state
 Passport no. Passport country
 Pension no. (if applicable) Pension type (if applicable)

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

7. What is your current address?

 Postcode

8. How did you find out about this property?
 Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

Application sent to Direct Connect (if Required)

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	

MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

- DECLARATION AND EXECUTION:** By signing this application, you:
1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
 2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
 3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
 4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
 5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
 6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185 www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

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.

Signature Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?
 Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid \$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?
 Years Months

14. Landlord/Agent 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

15. Please provide your employment details
 What is your occupation?

What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact name Phone no.

Length of employment Years Months Net Income \$

16. Please provide your previous employment details
 Occupation?

Employer's name

Contact name Phone no.

Length of employment Years Months Net Income \$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency
 Surname Given name/s

Relationship to you Phone no.

18. Please provide 2 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

19. Car Registration

20. Please provide details of any pets
 Breed/type Council registration / number

1.

2.

J. PAYMENT DETAILS

Property Rental \$ per week

First payment of rent in advance \$

Rental Bond (4 weeks rent): \$

Sub Total \$

Less: Holding deposit (see below) \$

Amount payable on signing tenancy agreement (bank cheque or money order only) \$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.
 The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
 In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
 (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
 and
 (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
 and
 (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
 (v) The whole of the fee will be refunded to the prospective tenant if:
 (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent Date

Signature of Applicant Date



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how 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. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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 and Other Real Estate Agents to assess the risk to our clients

The Agent 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: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. 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.

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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

TICA 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Sky View Property Pty Ltd reserves the right to decline any application without having to provide the applicant with reason.

Holding Fee

- A property will only be held if a holding fee is paid once the application has been approved. The holding fee is equivalent to one weeks rent and must be paid to the account details given once approved. Once approved and holding fee paid the property will be held for 7 days.
- **If for some reason you decide to withdraw your application after approval, the landlord/agent is entitled to retain the holding deposit.**

The holding fee will be paid towards the first weeks rent. You should contact the leasing agent concerned and arrange a date and time to sign the lease, pay balance of initial monies and collect the keys. All approved applicants must sign the lease.

On or prior to signing the lease the following fees must be paid by direct transfer or bank cheque payable to Sky View Property Pty Ltd. Payments must be made by electronic transfer must be received prior to signing:

Rent: Fortnightly or monthly in advance depending on what is agreed upon
Bond: 4 weeks rent (which will be lodged to the FAIR TRADING OFFICE NSW)

BANK DETAIL,

BANK NAME COMMONWEALTH BANK OF AUSTRALIA
ACCOUNT NAME " SKY VIEW PROPERTY TRUST"
BSB 062-300
ACC# 1033-2950
REF# YOUR NAME