



## Information to be supplied with Application for Tenancy

Applications will not be accepted or processed until each applicant for the property achieves a minimum of 100 identification points

Please supply from:

- Category A: At least 1 document  
Category B: At least 2 documents – you must supply documents marked with \*  
Category C: If required, a maximum of 2 documents

### Category A

Proof of Age Card	40 Points
Current Drivers Licence	40 Points
Current Passport	40 Points

### Category B

Birth Certificate	30 Points
*Current Wage Advice/Proof of Income	20 Points
*Previous Tenancy Reference/Ledger	20 Points
Credit Card or Account Card	20 Points
Medicare Card	20 Points
Centrelink Card	20 Points

### Category C

Motor Vehicle Registration	10 Points
Utilities Bills eg. Telephone, gas, electricity	10 Points
Bank Statement	10 Points

## **Please fax your completed application form to the appropriate office**

Shipway Realty Auburn  
91-95 Rawson Street  
Auburn NSW 2144  
Ph: 9643 1555 Fax: 9643 1332  
Email: [sra@c21auburn.com.au](mailto:sra@c21auburn.com.au)  
Web: [www.shipway.com.au](http://www.shipway.com.au)

Shipway Realty Carlingford  
833 Pennant Hills Road  
Carlingford NSW 2118  
Ph: 9872 2555 Fax: 9872 5650  
Email: [src@shipway.com.au](mailto:src@shipway.com.au)  
Web: [www.shipway.com.au](http://www.shipway.com.au)

Shipway Realty Eastwood  
209 Rowe Street  
Eastwood NSW 2122  
Ph: 9804 8288 Fax: 9804 8188  
Email: [sre@shipway.com.au](mailto:sre@shipway.com.au)  
Web: [www.shipway.com.au](http://www.shipway.com.au)

Shipway Realty Gladesville  
134 Victoria Road  
Gladesville NSW 2111  
Ph: 9879 6699 Fax: 9816 2188  
Email: [srg@shipway.com.au](mailto:srg@shipway.com.au)  
Web: [www.shipway.com.au](http://www.shipway.com.au)

Shipway Realty West Ryde  
1004 Victoria Rd  
West Ryde NSW 2114  
Ph: 9804 7000 Fax: 9804 7171  
Email: [srwr@shipway.com.au](mailto:srwr@shipway.com.au)  
Web: [www.shipway.com.au](http://www.shipway.com.au)



# Residential Tenancy Application

**Please fax your completed application form to the appropriate office**

**Property Manager:**

Offices at Auburn, Blacktown, Carlingford, Eastwood, Gladesville & West Ryde

## 1. PROPERTY APPLYING FOR

Address:

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date you would like to move in \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property \_\_\_\_\_

Property Manager \_\_\_\_\_ ID No \_\_\_\_\_

Number of persons to occupy Property: Adults \_\_\_\_\_ Children \_\_\_\_\_

## 2. IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

## 3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth	/	/
Current Address		
Suburb		
Drivers Licence Number	State of Issue	
Alternate ID type(eg passport)	No.	
Medicare Card No.		
Current Visa		
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Work Phone Number		
<b>Please provide a contact number you are on all day</b>		
Contact Number		
<b>Signed:</b>		<b>Date</b> / /

## 4. UTILITY CONNECTIONS. This is a free service that connects all your utilities



Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

**Please tick utilities as required:**

Electricity  Internet  Gas  Phone  Pay TV  Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**5. CURRENT SITUATION**

Are you the  Owner  Tenant Rent Paid \$ \_\_\_\_\_

How long have you lived at your current address? years \_\_\_\_\_ mnths \_\_\_\_\_

Landlord/Managing Agent/Selling Agent \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was Bond Fully Refunded? Yes  No  If No, please specify \_\_\_\_\_

**6. PREVIOUS RENTAL HISTORY**

Were you the  Owner  Tenant Rent Paid \$ \_\_\_\_\_

Previous Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

How long have you lived at your current address? years \_\_\_\_\_ months \_\_\_\_\_

Name of Landord/ManagingAgent/Selling Agent \_\_\_\_\_

Phone Number \_\_\_\_\_

Reson for Leaving \_\_\_\_\_

Was bond repaid in full? \_\_\_\_\_

**7. PETS** Yes  No  If No, please specify \_\_\_\_\_**Animals must stay outside at all times**

Dogs \_\_\_\_\_ Cats \_\_\_\_\_

Other \_\_\_\_\_ *please indicate the breed of animal*

**8. Other Information**

Number of children occupying the property \_\_\_\_\_

Please specify the ages of any children \_\_\_\_\_

**9. NEXT OF KIN ( Not living with you)**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

**10. Current Employment Details**

Employer \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Length at Current Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net Income \_\_\_\_\_ Per Week \_\_\_\_\_ \$ \_\_\_\_\_ Per Month \_\_\_\_\_

**11. Previous Employment Details**

Occupation \_\_\_\_\_

Empoyers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at previous employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net Income \$ \_\_\_\_\_ Per Week \_\_\_\_\_ \$ \_\_\_\_\_ Per Month \_\_\_\_\_

**12. PERSONAL REFEREES**

1. Reference Name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

2. Reference Name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**13. How did you find out about this property? (please tick)**

Rent List  Newspaper  Internet  Sign Board

**14. Declaration**

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997 NSW (as amended). I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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.

I acknowledge that Shipway Realty is a member of the Trading Reference Australia and National Tenancy Database and will check my details through these databases. I acknowledge that if accepted for a tenancy and I breach the conditions of the Agreement I may be listed on the TRA and NTD databases. Using the information supplied by me I hereby authorise Shipway Realty to obtain details from: 1.) The agent or Landlord of my current and or previous residences; 2.) My employer to confirm employment and income; 3.) My personal references; 4.) Any record, listing or database of defaults (TRA and NTD).

Signed: \_\_\_\_\_ Date / / \_\_\_\_\_

**15. Reservation**

The Landlords 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 for 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 on which it is a condition to enter 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:

e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signed: \_\_\_\_\_ Date / / \_\_\_\_\_

# TRADING REFERENCE AUSTRALIA

Agency Name:-.....

Agency Phone:-..... Agency Fax:-.....

Address Property Applied For .....

Suburb..... State..... Post Code.....

## 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 / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord / Video Store 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my and / or the company name, the agency who conducted the search will call the listing agency to exchange information and establish why my and / or the company's details have been entered on the register. 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 / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord / Video Store 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 / or 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 / Video store 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1..... Gender..... DOB.....

Address..... Home Phone.....

Mobile..... Signature of Referee .....

Print Name of Referee 2..... Gender..... DOB.....

Address..... Home Phone.....

Mobile..... Signature of Referee .....

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. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. If a personal search is required please print out the **Personal Disclosure and Application Form located in the "Contact us" field found on the TRA website**. Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. **Postal Address: Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 Phone: 02 9363 9244 Fax: 02 9328 2861 Email: [info@tenantreference.com.au](mailto:info@tenantreference.com.au) Web: [www.tradingreference.com](http://www.tradingreference.com) ABN 72 098 231 219.**