



Prior to any application(s) being considered the property must be inspected by one of the applicants, each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS
100 POINT IDENTIFICATION CHECKLIST

You must provide the following

- Current drivers licence or Current passport or Proof of age card 30 points*
Tenancy history ledger or Mortgage repayment statement 30 points*
If renting privately written reference must be provided and proof of rental payments
Pay advice (previous 2) or letter from employer or Centrelink payment advice 15 points*
If self-employed Copy of business registration paper & last 2 years tax returns 15 points*
And accountants details (phone, address, company name & contacts)

Other ID points accepted

- Previous tenancy agreement 20 points
Rental bond receipt 20 points
Motor vehicle registration 15 points
Telephone account 15 points
Electricity/Gas account 15 points each
Bank or credit card statement 15 points each
Pension card 15 points
Council/Water rates 15 points each
Health care card 15 points
Medicare card 10 points
Birth certificate 10 points

All applicants for tenancy are referred to TICA and TRA for a tenancy database check.

Please note: in Brand New properties the Landlord is not responsible for connection of Telephone & TV antenna.

If your application is successful, the following is required:

A holding fee of (1) weeks rent is required in the form of a Bank Cheque or Money Order within 24 Hours unless otherwise advised by Combined Real Estate.

Upon Signing a lease, the following is required:

2 weeks rent in advance (The holding fee, will be used as the first weeks rent)
4 weeks bond

Please Note: These amounts above must be paid by either bank cheque or money order ONLY as we are a strictly non cash and credit card office

Please note - our office operates on a Direct Debit payment system only

- Rent will be Direct Debited from your nominated bank account on the Thursday of every week
Water usage will be direct debited after 21 days upon invoice being posted out to the tenant

Please sign where indicated:



Combined Real Estate - Narellan

Address: 332 Camden Valley Way, Narellan NSW 2567
Phone Number: (02) 4648 2011
Fax Number: (02) 9635 3799
Web: www.combinedmacarthur.com.au



Direct Connect

Your Free No Obligation Connection Service

Let us do the running around and call you to organise the connection of your utilities before you move in!

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

Signature: Date:

P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au

A. AGENT DETAILS

Combined Real Estate Narellan
 332 Camden Valley Way
 Narellan NSW 2567
 Ph – 02 4648 2011
 Fax – 02 4648 2415
 Web - www.combinedmacarthur.com.au
 Email Narellan - daisy@combinedmacarthur.com.au
 Email Camden - andrewm@combinedmacarthur.com.au

Combined Real Estate Camden
 16 Argyle Street
 Camden NSW 2570
 Ph – 02 4655 2011
 Fax – 02 4655 5540

B. PROPERTY DETAILS

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

2. Lease Commencement date?

Day Month Year

3. Lease term?

Years Months \$ rent per week

4. How many tenants will occupy the property?

Adults Children Ages

C. PERSONAL DETAILS

5. Please provide your details

Mr Ms Miss Mrs Ms Other

Surname Given Name/s

Date of birth

Drivers license number

Drivers license expiry date

Drivers license state

Passport Number

Passport Country

Pension Number (if applicable)

Pension Type (if applicable)

Home

Mobile

Work

Email Address

D. PRIVACY 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 that I am not bankrupt.

I authorize the agent to obtain personal information from:

- (a) the owner or the agent of my current or previous residence;
 - (b) my personal referees and employers
 - (c) any record listing or database by defaults of tenants;
- 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 to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease tenancy documents
- (c) allow trades people or equivalent organization contact me
- (d) lodge / claim / transfer 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 T.I.C.A (TICA Default Tenancy Control Pty Ltd) and T.R.A (Tenants Reference Australia)

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 my personal information on the contact details above.



Signature

Date

E. APPLICANTS HISTORY

6. What is your current address?

7. How long have you lived at your current address?

Years Months

8. Why are you leaving this address?

9. Landlord or Rental/Sales Agent details of the property (if applicable)

Landlord / Agents phone no.

Weekly rent paid

\$

10. What was your previous residential address?

11. How long did you live at this address?

Years Months

12. Landlord / Agents details of this property (if applicable)

Landlord / Agents phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not, why not?

F. EMPLOYMENT HISTORY

13. What is your occupation?

What is the nature of your employment? (fulltime/parttime/casual)

Employers name (accountant details if self employed)

A.B.N number and Company Name

Employers address,

Contact name

Phone No.

Length of employment

Years Months

Net income (weekly)

14. Please provide your previous employment details Occupation?

Employers Name

Phone No.

Net income (weekly)

Period of employment

Years Months

G. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given Name /s

Relationship to you

Phone No.

17. Please provide 2 personal references (not related to you)

Surname

Given Name /s

Relationship to you

Phone No.

Surname

Given Name /s

Relationship to you

Phone No.

H. OTHER DETAILS

15. Please provide details of any pets ?
Breed / Type

Inside/Outside Pets (circle)
Registration No.

1.

2.

I. RESERVATION

Once the Application is approved, I agree to the following:

- (a) The Reservation fee of \$, is equivalent to one weeks rent to reserve the premises in your favour for the period of seven days
- (b) That the reservation fee will be banked into a trust account and any refund given will be by way of Cheque.
- (c) That should the landlord decide not to proceed with this application, the reservation fee will be refunded to the applicant in full
- (d) The reservation fee will be paid towards the first weeks rent.
- (e) That should the applicant decide not to proceed, the landlord has the right to retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent),

During my inspection of this property I found it to be in a reasonable condition yes no

If "No",

I believe the following items below should be attended to prior to the commencement of the tenancy. I do acknowledge that these items are subject to the Landlords approval.

Signature of Applicant



Date

TICA

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 TICA Default Tenancy Control Pty Ltd (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 on the above numbers or addresses.

Primary Purpose.

Before a tenancy 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 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

Secondary Purpose

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

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide 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 TICA may collect personal information about you, the following information about TICA 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. 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 TICA Default Tenancy Control Pty Ltd 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 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA. The personal information that TICA may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to. 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 TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones) If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Print Name :

Signature :

Date :



DISCLOSURE

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 the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA.

I, the tenant, 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, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity and for the reason of locating me for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. 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 the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord 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 with the current legislation, I and the 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 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 will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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. I recognize that my photo id may be scanned onto TRA for absolute identification.

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 during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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