

# Tenancy application form

Thank you for choosing a McGrath property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two weeks' rent.
5. When this form has been completed, please fax back to your McGrath Property Manager.

## Rental property:

property address
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## Tenancy requirements:

length of tenancy (months)	rent \$ per week	commencement date
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## Occupancy details:

no. of occupants who will live in this property	no. and ages of children (if any)	no. and type of pets
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## Applicant's details:

name	email	
address		
home phone	work phone	mobile phone

## Personal details:

date of birth	drivers licence number	drivers licence state of issue
passport number	country of issue	no. vehicles (Including caravans and trailers)



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\$POOFDUO7TEFEJDBUFEUPIFMJOHPVNPWFIPNPNPFFBTJM8FDBODPOOFDUPVSVUJMJUJFTJODMVEJOHFMFDUSJDJUHBTIPOFJOUFSOFUBOEB57UPB  
PGMFBEJOHSPWJEFST8FDBOBTMPPSHBOJTFPVSEJTDPOOFDUJJPOTGSPNTFMFDUFESPWJEFST

0 VSDPOOFDUJJPOTFSWJDFJTGSFFPGDIBSHFUPPV\$POOFDUBOEB57UPBNNJTTJPOTPSGFFTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
UIFSFBMFUBUFBHFOUMJUBOBUJPOGPNJOSFTFDUSGJTWJJPPOGUITFSWJDFSTPWJEFUUPVC\$POOFDUOP1SPFSU4UPDLBOEVTJOFTHFOUTDU  
EJTDMPVTSFOS4FTDUPGTFSWJDFTUUBUIF5FOBOUBHSFFTUPBSSBOHFUISPVH\$POOFDUBOEB57UPBNNJTTJPOTPSGFFTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
UJFMPD(SBUIEJTDMPFTUIBUJUNBSFDFJWFSFGSSBMGFFTPGVUPBUPBMPGJOBHHSFHBUFF4PNFTFSWJDFSPWJEFSTNBDIBSHFBTUBOEBSEDPOOFDUJJP  
JMMNBLFBMMSFBTPOBCMFFOFSBDUPVJUIJOPSLJOHEBPGSFDFJWJOHUIJTBMDJBUJPOUPFYMBJOUIFEUBJ\$WJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
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137\$.\$0/4/5/53.4 TJHOJHUIJTGSPNPVDPOFOUBOEBHSFFUPUIFGPMMPJOH\$POOFDU/P1U-UEJDPPOFDUOPWJMMDPMMFDU  
VTFBOEJTDMPFTVFSFSTPOBMOJOGPSNBUJPOUPDPOBMEBOJHFMDDSMBCPVJUSPWJEJOHNPWJOHDPOOFDUJPOBOEEJTDPOOFDUJJPOTFSWJDFSTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
SPEVDUTBOETFSWJDFTPGGFSFECJUTSFMBUFEDPNBOJFTBOEUIJSEBSUTVMJFST5IITFFUIFSDPNBOJFTNBBMTPVTFFPVSEFUBJMTUPDPDUBDUPVEJJSFDUMBCPV  
BOETFSWJDFST4FFDPOOFDUOPT1SJWBD1PMJDGPVSVUIFSEFUBJMTJODMVEJOHPVSSJHIUTUPBDDFTTBOEDPSSFDUUIJFJOGPSNBUJPOIFMEBCPVJUSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
BSUTFSWJDFSPWJEFSTIPNBSBOTGFSPVSEBUBPWFSFTBNBIBWUIFJSPO1SJWBD1PMJDIJDPVDBOSFRVFTUGSPNUIFN:PVDPOTFOUUPDPOOFDUOPDPOUJO  
UPNBSLFUUPVOMFTTPVPUPVUJODMVEJOHCFNBJMJOHSJWBDDPOOFDUBOEB57UPBNNJTTJPOTPSGFFTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
PSGBJMFEDPOOFDUJJPOTPSUIFTFSWJDFSPWJEFSTDPPOFDUJJPOTDIBSHFTJIDIPVNVUBUBUIFNEJSDUMGPVOPNJOBUFFBOBMUFSOBUJWFDPOUBDUFSTPOPOUI  
BVUIPJTUIFNUPBDUPOPVSCFIBMGUJUSSEVOJHDPDPOBMEBOJHFMDDSMBCPVJUSPWJEJOHNPWJOHDPOOFDUJJPOTFSWJDFSTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
NBLFUJTBMDJBUJPOPOCFBMEBOJHFMDDSMBCPVJUSPWJEJOHNPWJOHDPOOFDUJJPOTFSWJDFSTGSPNSWJDFSPWJEFSTGSPSPSSOMUJJPOTBOENBBGGFFUP  
JOGPSNBUJPOPOUIFTBNFUSNTBTBIVBWF

YES, I accept the Terms. Please call me to connect my new home services.

signature of applicant:	date	I.D. (office use only)
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**Current rental details:**

address		
current rent \$ _____ per week	how long have you lived there? _____ months	reason for leaving
agent/landlord	work phone	

**Previous rental details:**

previous property address		
current rent \$ _____ per week	how long did you live there? _____ months	reason for leaving
agent/landlord	work phone	

**Current employment:**

current employer (company)	employer address	
contact name (manager)	contact's work phone	your position
length of employment <small>(if less than six mths complete Previous Employment Details)</small>	net income \$ _____ per week	full time or part time?

**Previous employment:**

previous employer (company)		
contact name (manager)	contact's work phone	your position
length of employment	net income \$ _____ per week	full time or part time?

**Emergency contact details:**

name	relationship	contact phone
address		

**Personal/business references: (not relatives)**

name	occupation	work phone
address		
name	occupation	work phone
address		

**How did you find out about this property:**

- Internet (please specify)  
 mcgrath.com.au  
 domain.com.au  
 realestate.com.au  
 For lease board  
 Sydney Morning Herald  
 Local newspaper  
 Other \_\_\_\_\_

## Confirmation

### I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition.  yes  no
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on Trading Reference Australia (TRA) being undertaken.

### Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to McGrath Property Management upon signing the Residential Tenancy Agreement.

### Statement of costs:

Rental bond	<input type="text" value="\$"/>
Rent in advance (Two weeks' rent)	<input type="text" value="\$"/>
<b>TOTAL</b>	<input type="text" value="\$"/>

### If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The Holding Fee of \$ \_\_\_\_\_, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

McGrath Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

## Trading Reference Australia 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 for the reason of locating me, and 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 current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes 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).

## Agency Requirements

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do 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(s) and the tenant(s) must rely upon their own enquiry.

**"I state that I have read the TRA Disclosure, agree and understand the terms including the Agency Requirements section"**

name	signature	date
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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. Copyright Trading Reference Australia ©

The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for McGrath Property Management ("McGrath") to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided McGrath will be unable to process the application and manage the tenancy.

Personal Information collected about the Applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases and to service provider, Direct Connect. Personal Information already held on tenancy databases may be disclosed to this agency and/or the landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

Your Personal Information will not be sold to third parties, however, McGrath will conduct direct marketing for its services from time to time and you consent to receiving such information from McGrath.

In providing your Personal Information you consent to McGrath collecting, storing and using your Personal Information in the manner set out above, and you consent to McGrath disclosing your Personal Information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

McGrath complies with the Privacy Act 1988 (Cth) as amended and has adopted a set of principles in its policy which is consistent with the Australian Privacy Principles as amended in March 2014 (APPs). Any personal information received by McGrath Property Management will be treated in accordance with the APPs and in accordance with McGrath's Privacy Policy (accessible on its website - [www.mcgrath.com.au](http://www.mcgrath.com.au))

McGrath takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised McGrath personnel only.

If you would like to access the Personal Information McGrath holds, you may do so by contacting McGrath's Privacy Officer. You may also correct information if the information is inaccurate, incomplete or out-of-date.

If you require more information, or have any complaints regarding how McGrath may have collected or used your personal information, you may contact McGrath's Privacy Officer on 9386 3333, by email at [privacy@mcgrath.com.au](mailto:privacy@mcgrath.com.au), or by mail addressed to The Privacy Officer, McGrath Limited, 191 New South Head Road, Edgecliff.

## THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

### Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 check points, please phone your property management team.

#### Primary Documents

##### 70 points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

#### Secondary Documents

##### 40 points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

##### 35 points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

##### 25 points (Must have name and signature on)

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

##### 25 points (Must have name and address on)

- Records of a public utility - phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

### Please also attach the following documents

#### Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

#### Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

#### Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

#### References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend