

## 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 email to

### 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
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address
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home phone	work phone	mobile phone
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### Personal details:

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

We get things sorted.

**Moving is made easier with connectnow.**

1300 554 323

info@connectnow.com.au

connectnow.com.au

**Connectnow** is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections from selected providers.

Our connection service is free of charge to you. Connectnow may receive commissions or fees from its service providers for referrals or connections and may pay a fee to the real estate agent listed on this application form in respect of the provision of the services provided to you by Connectnow. Property Stock and Business Agents Act 2002: In respect of services that the Tenant agrees to arrange through Connect Now Pty Ltd, which may include electricity, gas, home bundles, internet, pay TV or telephone, McGrath discloses that it may receive referral fees of up to a total of \$180 in aggregate. Some service providers may charge a standard connection/set up fee. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**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:****Previous rental details:****No rental history (home owner):****Current employment:****Previous employment:****Emergency contact details (not residing at premises):****Personal/business references: (not relatives)****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="\$"/>

Lodge Bond Online  Yes  No

### 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.

<input type="text" value="applicant's signature"/>	<input type="text" value="date"/>
<input type="text" value="agents signature"/>	<input type="text" value="date"/>

## Trading Reference Australia Disclosure

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am 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 a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. 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 recognize that my photo id may be scanned onto TRA for absolute identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent's responsibility is to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

A) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications. B) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and I hereby consent to such a use and disclosure of that information for that reason. Should this real estate 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.

I also understand that the personal information provided 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.

## 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 at the address below 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 unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. 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 © June 2016

McGrath Limited (ABN: 61 608 153 779) and its related bodies corporate (including but not limited to McGrath Oxygen Home Loans Pty Ltd (ACN 103 177 377) and Total Real Estate Training Pty Ltd (ACN 093 918 122)), franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy. If you provide us with your details, we may contact you about our property listing, promotions, and related products and services. We may use your personal information within McGrath and disclose it to our authorised representatives and service providers who act on our behalf, to fulfil the purpose for collecting your information. Our service providers may have servers located overseas such as in USA, Europe, Philippines and Japan, and you consent to these overseas disclosures. Without your information, we may not be able to provide you with services and you may miss out on receiving valuable information from us. We do not collect sensitive information about you unless you provide it to us voluntarily. You have a right to access your personal information that we hold and may ask us to correct this. Our Privacy Policy contains more detail on your rights and contact details for questions or complaints at [www.mcgrath.com.au/privacy](http://www.mcgrath.com.au/privacy).

## 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