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CARLTON

REAL ESTATE

TENANCY APPLICATION FORM

Carlton Real Estate Pty Ltd

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PROPERTY DETAILS IDENTIFICATION Street Address: Lease term: years months Passport Issuing Country: Lease commencement date: EMERGENCY CONTACT DETAILS Rent: \$ ■ weekly **o** monthly Name: Names of all other applicants: Relationship: Address: Mobile: Adults: Number of Occupants Home Phone: Ages of Children: Work Phone: CURRENT TENANCY DETAILS PERSONAL DETAILS Street Address: Mobile: Time at Address: months Home Phone: Rent paid: \$ ■ weekly monthly Reason for Leaving: Work Phone: Name of Landlord/Agent: Date of Birth: Landlord/Agent Phone: or served in respect of the tenancy/management agency agreement of which you are a party to This is a FREE service that can connect you to the following utilities and services in your new home: MAKES MOVING EASY Electricity Gas Phone Internet Pay TV Removalists Cleaning YES I consent to · Carlton Real Estate providing my personal information to Direct Connect including name, address, email and phone number. Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above. • Direct Connect obtaining metering information for the premises I am moving to. Applicant 2 (if applicable) Applicant 1 Sianature Signature

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

Phone

PREVIOUS TENANCY DETAILS				IF	IF SELF EMPLOYED PLEASE COMPLETE						
Street Address:				С	Company Name:						
Suburb:				Вι	Business Type:						
Time at Address:	ime at Address: From: To:				Ви	Business Address:					
Rent paid: \$		☐ wee	ekly	☐ monthly	Su	uburb:				Postcode	:
Name of Landlord/Agent:					AE	ABN:					
Landlord/Agent Phone:					Ad	Accountant Name:					
Was the bond refunded in full?: ☐ Yes ☐ No				Ad	Accountant Phone:						
If No, please specify reasons why:					Ad	Accountant Email:					
					Ad	ccountar	nt Street	Address:			
INCOME					Su	uburb:					State:
Employment Income:		☐ wee	ekly	annually	PI	ERSONA	L REFE	RENCE 1			
Other Income:			Re	Reference Name:							
Other Income source(s):				Re	Relationship:						
CURRENT EMPLOYMENT DETAILS				Pł	Phone:						
Position Held:				Er	Email:						
Business Name:				PI	PERSONAL REFERENCE 2						
Street Address:				Re	Reference Name:						
Suburb: Postcode:				Re	Relationship:						
Contact Name:				Pł	Phone:						
Contact Phone:				Er	Email:						
Length of Employment:	ye	ears		months	AD	DITION	NAL INFO	0			
PREVIOUS EMPLOYMENT D	DETAILS				Pe	ets:	Yes	□ No	Smokers:	☐ Yes	□ No
Position Held:				lf	yes, plea	ase state	: Pet type:				
Business Name:				Pe	Pet breed:						
Street Address:				Co	Council registration:						
Suburb: Postcode:											
Contact Name:											
Contact Phone:											
Length of Employment To:			om:								

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

MUST PROVIDE

	20 pts	Drivers License or Passport Photo Page					
	20 pts	Current Bank Statement (minimum 3 months)					
	20 pts	Current Payslips and/or Centrelink Statement					
Opti	onal						
	20 pts	Medicare Card					
	20 pts	Debit/Credit Card					
	10 pts	Previous 2 Rent Receipts					
	10 pts	Current Rental Ledger					
	10 pts	Previous Rental Ledger					
	20 pts	Utility Bill (may provide 2 different bills (max. 40pts))					

HOLDING FEE

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount: \$	☐ weekly ☐ monthly
First payment of rent in advance:	\$
Rental Bond:	\$
Subtotal:	\$
Less Holding Fee:	\$
Amount payable upon signing Tenancy Agreement:	\$

PRIVACY POLICY

Carlton Real Estate is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Carlton Real Estate and I authorise Carlton Real Estate to collect information about me from:

- 1. My previous letting agents, landlords, current and previous employers
- 2. My personal referees
- Carlton Real Estate may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
 - a. The landlord may use:

NTD 1300 563 826 ntd.net.au TICA 1902 220 346 tica.com.au RPDATA 1300 734 318 rpdata.com BARCLAY MIS 1300 883 916 barclaysmis.com.au TRA 02 9363 9244 tradingreference.com

- b. You may contact an RTD about personal information held about you by using the contact details provided above.
- 4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
- Personal information collected about me to any third parties valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Carlton Real Estate disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Carlton Real Estate do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Carlton Real Estate employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

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Signature	Date