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CARLTON

REAL ESTATE

# TENANCY APPLICATION FORM

**Carlton Real Estate Pty Ltd**

ABN: 56 002 498 099

PO Box 15, Mittagong NSW 2575

Cnr of Crimea Street & Old Hume Highway

Mittagong NSW 2575

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### PREVIOUS TENANCY DETAILS

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

### INCOME

Employment Income:	<input type="checkbox"/> weekly	<input type="checkbox"/> annually
Other Income:	<input type="checkbox"/> weekly	<input type="checkbox"/> annually
Other Income source(s):		

### CURRENT EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment:	years	months

### PREVIOUS EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment	To:	From:

### IF SELF EMPLOYED PLEASE COMPLETE

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
ABN:	
Accountant Name:	
Accountant Phone:	
Accountant Email:	
Accountant Street Address:	
Suburb:	State:

### PERSONAL REFERENCE 1

Reference Name:
Relationship:
Phone:
Email:

### PERSONAL REFERENCE 2

Reference Name:
Relationship:
Phone:
Email:

### ADDITIONAL INFO

Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Smokers: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state: Pet type:	
Pet breed:	
Council registration:	

## SUPPORTING DOCUMENTS

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

### MUST PROVIDE

<input type="checkbox"/>	20 pts	Drivers License	or	Passport Photo Page
<input type="checkbox"/>	20 pts	Current Bank Statement (minimum 3 months)		
<input type="checkbox"/>	20 pts	Current Payslips and/or Centrelink Statement		

### Optional

<input type="checkbox"/>	20 pts	Medicare Card		
<input type="checkbox"/>	20 pts	Debit/Credit Card		
<input type="checkbox"/>	10 pts	Previous 2 Rent Receipts		
<input type="checkbox"/>	10 pts	Current Rental Ledger		
<input type="checkbox"/>	10 pts	Previous Rental Ledger		
<input type="checkbox"/>	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:	\$	<input type="checkbox"/> weekly	<input type="checkbox"/> 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
3. 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.
5. 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