

<b>HOW DID YOU FIND OUT ABOUT THIS PROPERTY?</b>		
<input type="checkbox"/> Sydney Morning Herald	<input type="checkbox"/> Website	<input type="checkbox"/> Signboard
<input type="checkbox"/> realestate.com.au	<input type="checkbox"/> domain.com.au	<input type="checkbox"/> Other
<b>PROPERTY DETAILS</b>		
Rental Property Address:		
Start Date:	Length of tenancy:	
No. of Bedrooms:	Parking:	
Furnished / Unfurnished (please circle)		
Date Inspected:	Rental:	
Rent to be paid:	Fortnightly / Monthly (please circle)	
No. of occupants:	No. of Children:	
Details of any pets:		
<b>TENANT DETAILS</b>		
Tenant(s) full name:		
Current address:		
Home Phone:	Work Phone:	
Mobile:	Fax:	
Email:	Smoker?: Yes / No (please circle)	
Date of Birth:	Car Registration:	
Driver Licence No & Expiry:	Passport No.:	
Current Rent:	Length of Stay:	
Agent/Landlord:	Telephone:	
Bond Refunded in full?: Yes / No (please circle)		
If not, why not:		
Reason for leaving:		
<b>PREVIOUS ADDRESS:</b>		
Previous address:		
Rent:	Length of Stay:	
Agent/Landlord:	Agent/Landlord No:	
Bond refunded in full?: Yes/No:		
If not, why not:		
Reason for Leaving:		
<b>EMPLOYMENT:</b>		
Current Employer:		
Position:		
Contact Name:	Contact No.:	
Weekly Income	Length of Employment:	
<b>PREVIOUS EMPLOYMENT</b> (if current employment less than 12 months)		
Previous Employer:		
Position:		
Contact Name:	Contact No.:	
Weekly Income:	Length of Employment:	
<b>EMERGENCY CONTACT:</b>		
Name:		
Address:		
Relationship:		

<b>REFERENCES (not relatives)</b>			
Name:			
Relationship:		Telephone:	
Name:			
Relationship:		Telephone:	
<b>100 POINT CHECK</b>			
In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable			
Driver's Licence	40 pts <input type="checkbox"/>	Previous 2 rent receipts	20 pts <input type="checkbox"/>
Passport	40 pts <input type="checkbox"/>	Employment references on letterhead	20 pts <input type="checkbox"/>
Birth Certificate	30 pts <input type="checkbox"/>	Motor vehicle registration	10 pts <input type="checkbox"/>
Other Photo ID	30 pts <input type="checkbox"/>	Bank statement	10 pts <input type="checkbox"/>
Current wages advice	20 pts <input type="checkbox"/>	Telephone (landline) account	10 pts <input type="checkbox"/>
Previous landlord references	20 pts <input type="checkbox"/>	Electricity/Gas account	10 pts <input type="checkbox"/>
<b>TENANT REFERENCE AUSTRALIA (TRA) DECLARATION</b>			
<p>I understand this agent is a member of Trading Reference Australia Pty Ltd. (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA/Landlord for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA. 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 failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy/rental obligation 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 and my default to TRA in connection with that listing. I also understand that my Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA or the Agent accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search, as I do understand faults can be made within the 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 it. I acknowledge that information provided to TRA by these authorities given by me may be available to 1) Real Estate Agents and Landlords to assist them in evaluating applications for lease; 2) video stores to evaluate applications for membership; 3) Real Estate Agents, Landlords, Video stores, Banks, utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any matter. Should this agency 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).</p>			
<b>TENANT SIGNATURE:</b>		<b>DATE:</b>	
<b>TICA</b>			
<p>In accordance with the Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principals of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principals the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments, and other landlords or agents. I/We the said applicant/s declare that I/We give my/our permission for my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/We further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application. I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy Database and an inquiry made with a tenancy Database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under the tenancy agreement I/we give my/our permission to the member of a Tenancy Database to register any of my details of such breach with a tenancy database/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database company. I/we understand the TICA Default Tenant Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreement. I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.</p>			
<b>TENANT SIGNATURE:</b>		<b>DATE:</b>	

DECLARATION	
I hereby offer to rent the property from the owner under the lease to be prepared by the Agent. I acknowledge that I will be required to pay the following accounts:	
First rent payment in advance	\$
Lease Preparation Fee	\$15.00
Bond	\$
Less Deposit	\$
Total to be paid to Keen Property	\$
I acknowledge that this application is subject to the approval of the owner/Landlord. 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 not bankrupt.	
I authorise the Agent to obtain details of my creditworthiness from: <b>1.</b> the owner or the Agent of my current or previous address; <b>2.</b> my personal referees; <b>3.</b> any record, listing or database of defaults by tenants; If I default under a rental agreement, the Agent may disclose details of such default to any person whom the Agent reasonably considers has an interest in receiving such information.	
<b>TENANT SIGNATURE:</b>	<b>DATE:</b>

RESERVATIONS	
Complete this section if you wish to reserve the property for a period of time:	
Reservation Fee:	Reservation Period:
The Landlord's Agent undertakes: <b>1.</b> the premises will not be let during the Reservation period, pending the agreement of a residential tenancy agreement; <b>2.</b> the whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation period; <b>3.</b> the whole fee will be refunded if the landlord does not carry out (during the Reservation period) repairs or other work upon which is a condition to entry into a Residential tenancy agreement. <b>4.</b> if the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation period (based upon the proposed rent), but must refund the remainder; and <b>5.</b> if a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.	

PRIVACY
<p>The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and to 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. Information already held on tenancy databases may also be disclosed to the Agent and/or 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. If the applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application.</p> <p>The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.</p>