

TERMS AND CONDITIONS

It is agreed that all the information contained in this application is true and correct, and that the information is provided freely. It is agreed that the agent may contact any of the referees or references supplied for verification of this application.

The applicant agrees to the following:

1. It is agreed and understood that in the event of this application being rejected there is no requirement at law for the agent to disclose to you any reason for such rejection. It is also agreed that no objection for not being provided a reason for any rejection of this application will be raised.
2. It is agreed and understood that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. It is understood that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
3. It is agreed and understood that in the event of this application being approved all initial monies will be paid to the agency in FULL.
4. It is agreed that no keys for the property will be provided by the agent until such time as all monies owed are paid in full in accordance with clause 3 above
5. It is agreed that all tenants and approved occupants will abide by the policies of the agent as may be provided in relation to this tenancy.
6. It is agreed that the agent may photocopy information supplied for their records.
7. It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

I/We have read and accept the above Terms and Conditions.

Signed by the Applicant

Name: _____ Signature: _____ Date: _____

RENTAL PROPERTY DETAILS

Property address: _____ Suburb: _____ State: _____ Postcode: _____

Rent per week: \$ _____ Bond amount: \$ _____ Preferred payment: Weekly/Fortnightly/Monthly

Have you inspected the property: Yes/No Date inspected: _____ Viewing code: _____

Rental period: _____ months Commencement date: _____

Number of tenants: _____ Number of occupants/dependants: _____

Description of occupants/dependants:

Do you have pets: Yes/No if yes then how many pets: _____ Description: _____

APPLICANT DETAILS

PERSONAL DETAILS:

Title: _____ Given names: _____ Surname: _____ Date of birth: _____

Drivers lic/18+ card no.: _____ Passport no.: _____ Passport country: _____ Do you smoke? Yes/No

Has your tenancy ever been terminated by a landlord or agent? Yes/No

If yes give details: _____

Are you in debt to another landlord or agent? Yes/No

If yes give details: _____

Have any deductions ever been made from your rental bond? Yes/No

If yes give details: _____

CONTACT DETAILS:

Home ph.: _____ Mobile: _____ Work ph.: _____ Email: _____

EMERGENCY CONTACT DETAILS:

Name: _____ Relationship: _____ Phone: _____

Address: _____

VEHICLE DETAILS:

Type: _____ Rego: _____ Owned or Financed: Owned/Financed

CURRENT ADDRESS:

Agent/Landlord name: _____

Phone: _____ Contact name: _____

Period of occupancy: _____ Rent paid: \$ _____ per week Bond: \$ _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Reason for leaving: _____

PREVIOUS ADDRESS:

Agent/Landlord name: _____

Phone: _____ Contact name: _____

Period of occupancy: _____ Rent paid: \$ _____ per week Bond: \$ _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Reason for leaving: _____

OCCUPATION (CURRENT EMPLOYER):

Occupation: _____ Employer: _____

Phone: _____ Contact name: _____

Period of employment: _____ Income: \$ _____ nett per week

Address: _____ Suburb: _____ State: _____ Postcode: _____

Phone: _____ Contact name: _____

OCCUPATION (PREVIOUS EMPLOYER):

Occupation: _____ Employer: _____

Phone: _____ Contact name: _____

Period of employment: _____ Income: \$ _____ nett per week

Address: _____ Suburb: _____ State: _____ Postcode: _____

APPLICANT DETAILS (continued)

COMPANY OR BUSINESS: (If self employed evidence will be required such as Tax or Annual returns, please advise of details)

Company or business name: _____

ACN or ABN: _____ **Date formed:** _____

Address: _____ **Suburb:** _____ **State:** _____ **Postcode:** _____

Phone: _____ **Fax:** _____ **Domain:** _____

Accountant name: _____ **Phone:** _____

100 POINT IDENTIFICATION CHECKLIST: Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing. Please tick which identification you are providing with this application.

At least one item marked with an asterisk MUST be supplied for each applicant

- | | | |
|---|--|--|
| <input type="checkbox"/> Drivers licence (30 points) * | <input type="checkbox"/> Proof of age card (30 points) * | <input type="checkbox"/> Passport (30 points) * |
| <input type="checkbox"/> Tenancy history ledger (20 points) | <input type="checkbox"/> Rental bond receipts (20 points) | <input type="checkbox"/> Previous four rent receipts (20 points) |
| <input type="checkbox"/> Previous tenancy agreement (20 points) | <input type="checkbox"/> Pay advice (15 points) | <input type="checkbox"/> Bank or credit card statement (15 points) |
| <input type="checkbox"/> Motor vehicle registration (15 points) | <input type="checkbox"/> Telephone account statement (15 points) | <input type="checkbox"/> Gas account statement (15 points) |
| <input type="checkbox"/> Council or water rates (15 points) | <input type="checkbox"/> Electricity account statement (15 points) | <input type="checkbox"/> Birth Certificate (10 points) |
| <input type="checkbox"/> Health care card (10 points) | <input type="checkbox"/> Medicare card (10 points) | <input type="checkbox"/> Pension card (10 points) |

NSW FAIR TRADING TENANT CHECKLIST:

- I, the APPLICANT, have read and understood the Tenant Checklist

TICA PRIVACY ACT ACKNOWLEDGEMENT:

- I, the APPLICANT, have read and understood the Privacy Disclosure Form

OFFICE USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT DETAILS CONFIRMED | <input type="checkbox"/> PREVIOUS AGENTS or LANDLORDS |
| <input type="checkbox"/> 100 POINT CHECKLIST PASSED | <input type="checkbox"/> TICA CHECK COMPLETED |
| <input type="checkbox"/> LANDLORD CONTACTED | <input type="checkbox"/> OTHER - |
| <input type="checkbox"/> ACCEPTED | <input type="checkbox"/> REJECTED |

TICA CHECK DETAILS:

- INFORMATION FOUND NO INFORMATION FOUND

NOTES:

Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant

Name: _____

Signature: _____

Date: _____

New tenant checklist

What you must know before you sign a lease

At the start of every tenancy you should be given the following by the landlord or agent:

- a copy of this information statement
- a copy of your lease (tenancy agreement)
- 2 copies of the premises condition report (more on that later)
- a bond lodgement form for you to sign, so that it can be lodged with NSW Fair Trading
- keys to your new home.

The first thing you should do before you sign the lease is read it thoroughly. If there is anything in it which you don't understand, ask questions.

Remember, you are committing to a legally binding contract for which there is no cooling-off period. You will want to be certain you understand and agree to what you are signing.

Only when you can respond with a **Yes** to the following statements, should you sign the lease.

The lease

- I have read the lease and I asked questions if there were things I didn't understand.
- I know the length of the lease is negotiated before I sign, which means it can be for 6 months, 12 months, or some other period.
- I know that I must be offered at least **one** way to pay the rent which does not involve paying a fee to a third party.
- I know that any additional terms to the lease are negotiated before I sign.
- I have checked that all additional terms to the lease are legal, for example, the lease does **not** include a term requiring me to have the carpet professionally cleaned when I leave, unless I have agreed to that as part of a condition to allow me to keep a pet on the premises.

Promised repairs

In relation to any promises by the landlord or agent (for example, replace the oven, paint a room, clean up the backyard etc):

- I have made sure these have already been done, or
- I have an undertaking in writing (before signing the lease) that they will be done.

Upfront costs

I am not being required to pay:

- more than 2 weeks rent in advance, unless I freely offer to pay more
- more than 4 weeks rent as a rental bond.

I am not being charged for:

- the cost of preparing my lease
- the initial supply of keys and security devices to each tenant named on the lease.

Managing your bond online

Before paying your rental bond, ask your agent or landlord about using Rental Bonds Online. If they are registered, you can securely pay your bond direct to NSW Fair Trading using a credit card or BPay, without the need to fill out and sign the bond lodgement form referred to above. Once registered, you can continue to use your account for future tenancies.

Swimming and spa pools

Does the property have a swimming or spa pool? If so, the landlord must give you a copy of a valid certificate of compliance or occupation certificate issued in the past 3 years. This does not apply if you are renting in a strata or community scheme of more than two lots.

After you move in

Make sure you:

- Fill in your part of the condition report and don't forget to return a copy to the landlord or agent within 7 days. This is an important piece of evidence. If you don't take the time to complete it accurately money could be taken out of your bond to pay for damage that was already there when you moved in.
- Get a letter from Fair Trading sometime during the first 2 months saying that your bond has been received and advising you of your Rental Bond Number. If this doesn't arrive call Fair Trading to make sure it has been lodged. If you have lodged your bond through Rental Bonds Online you will receive an email and SMS notification, not a letter.

Top tips for problem-free renting

Follow these useful tips to help avoid problems while you are renting:

- Photos are a great way to record the condition of the property when you first move in. Take pictures (that are date stamped) of the property, especially areas that are damaged or unclean. Keep these in case the landlord objects to returning your bond at the end of your tenancy.
- Keep a copy of your lease, condition report, rent receipts, Rental Bond Number and copies of letters/emails you send or receive in a designated 'tenancy' file folder and put it somewhere you can easily find it later.
- Never stop paying your rent, even if the landlord is not complying with their side of the agreement (eg. by failing to do repairs) – you could end up being evicted if you do.
- Comply with the terms of your lease. In particular, never make any alterations, keep a pet or let other people move in without asking the landlord or agent for permission first.

- Keep a diary of your dealings with the landlord or agent – record all the times and dates of conversations, who you spoke to and what they agreed to do. If repairs are needed, put your request in writing to the landlord or agent and keep a copy. This type of evidence is very helpful if a dispute arises which ends up in the NSW Civil and Administrative Tribunal.
- Consider taking out home contents insurance. It will cover your belongings in case of theft, fires and natural disasters. The landlord's building insurance, if they have it, will not cover your things.
- If the property has a pool or garden be clear about what the landlord or agent expects you to do to maintain it.
- Be careful with what you sign relating to your tenancy, and don't let anybody rush you. Never sign a blank form, such as a Claim for refund of bond.
- If you are happy in the place and your lease ends, consider asking for the lease to be renewed for another fixed term. This will remove the worry about being unexpectedly asked to leave, and helps to lock in the rent for the next period of time.

Further information

Go to the Fair Trading website or call 13 32 20 for more information about your renting rights and responsibilities.

The NSW Government funds a range of community based Tenants Advice and Advocacy Services across NSW to provide advice, information and advocacy to tenants. Go to the Tenants Union website at www.tenants.org.au for details of your nearest service or check your local phone directory.

Landlords and agents must give a copy of this information statement to all new tenants before they sign a residential lease. Fines can be imposed if this is not done.

Addendum to New tenant checklist

Before a new tenant signs a residential lease, the real estate agent or private landlord must give them a copy of the New tenant checklist and this addendum (updated 30 May 2016). To download these resources, visit the *New tenant checklist* page on the NSW Fair Trading website.

Property containing loose-fill asbestos insulation

Properties in NSW that test positive for loose-fill asbestos insulation will have the property address included in a public register (available on the NSW Fair Trading website). If a property has been listed on this public register, the agent or private landlord must disclose this information to new tenants. The following section lists the other information that must be provided to tenants before they sign a lease.

What tenants must be told

Sometimes a residential property has something in its history that you should know. If the landlord or agent is aware of any of the following facts, they must inform you:

- if the property:
 - has been affected by flooding or bushfire in the previous 5 years
 - has significant health or safety risks (unless they are obvious when you inspect the property)
 - has been the scene of a violent crime in the previous 5 years
 - is affected by zoning or laws that will not allow you to obtain a parking permit and only paid parking is available in the area
 - is provided with council waste services on a different basis to other premises in the area
 - is listed on the loose-fill asbestos insulation register
- if other people are entitled to share the driveway or walkway.

The information below is included in the current *New tenant checklist*. It is provided here to enable use of the previous version of the checklist dated January 2014 with this addendum.

Managing your bond online

Before paying your rental bond, ask your agent or landlord about using Rental Bonds Online. If they are registered, you can securely pay your bond direct to NSW Fair Trading using a credit card or BPAY, without the need to fill out and sign the bond lodgement form. Once registered, you can continue to use your account for future tenancies. If you have lodged your bond through Rental Bonds Online you will receive an email and SMS notification, not a letter.

Swimming and spa pools

Does the property have a swimming or spa pool? If so, the landlord must give you a copy of a valid certificate of compliance or occupation certificate issued in the past 3 years. This does not apply if you are renting in a strata or community scheme of more than two lots. Further information is available from the Swimming pools page on the NSW Fair Trading website.

www.fairtrading.nsw.gov.au
Fair Trading enquiries 13 32 20
TTY 1300 723 404
Language assistance 13 14 50

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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Our Free One-Stop-Shop Utility Connection Service Form

Don't waste precious hours of your time ringing around to organise utility connections for your new home. Let Compare & Connect, the moving house utility connection specialists, do it for you.

We coordinate your connections and disconnections while getting you some of the best utility rates in the market from our large panel of suppliers.

What's even better is that our service is FREE!

Compare & Connect manages:

Please tick what services you would like:



Electricity



Gas



Water



Telephone



Pay TV



Internet



Home Insurance



Cleaning



Removalists

So we can provide you with on time connections please provide:

Personal Information

Dr " Mr " Mrs " Miss " Ms " (please circle)

Surname _____ Given Name/s _____

Property Address _____ Suburb _____

Post Code _____ DOB ____/____/____ Drivers License. _____ State _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email _____ Date of Connections ____/____/____

Office: _____ Agent: _____

Once Compare & Connect has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.

You agree and acknowledge:

1. That you accept the Compare & Connect Terms and Conditions that may be accessed at www.compareandconnect.com.au/terms-and-conditions
2. You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
3. That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
4. That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral partner, and you are not entitled to any part of any such fee.
5. That Compare & Connect does not accept any liability on behalf of the suppliers and providers.

You further authorise Compare & Connect to:

6. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to.
7. Contact you with future promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein

Signature

Date