

Richardson & Wrench Orange  
211 Anson Street  
Orange NSW 2800  
ABN: 47 067 630 559  
Phone: 02 6362 8386  
Fax: 02 6362 0109

**R&W**  
The best reputation  
in real estate

# Commercial Tenancy Application Form and Disclaimer

## Property Details

Property Address:.....Post Code:.....

Lease Commencement Date:.....Lease Term:.....

Property Rent: \$.....Per Week/Calendar Month


## FEES

Bond: \$..... Lease Preparation Fee: \$..... (if applicable)

1 Calendar Months Rent in Advance: \$..... Total to be paid: \$.....

Things you **MUST** provide for application to be processed

1. **Photo identification** – Passport, Drivers License or 18+ Card (all must be current) - **40 points**
2. **Proof of Address** – Telephone, Electricity, Gas Account or ATO advice - **10 points**
3. **Proof of income** – Pay slips, Bank Statements, Centrelink Statements - **10 points**
4. **A total of 100 points of ID** – other points are
  - Copy of Rental ledger - **50 points**
  - Current Rates notice - **50 points**
  - Current Motor vehicle rego papers - **10 points**
  - Copy of Birth Certificate - **10 points**
  - Medicare Card - **10 points**
  - Debit & Credit cards - **10 points**
  - Other cards with signature where proof of ID is needed to get card - **10 points**

Please make sure  
all sections marked  
with a  red dot  
are signed!

## Please Read Carefully

Should an applicant fail to provide the above details the application may not be processed.

I, the applicant, do solemnly and sincerely declare and affirm that the following information is true and correct. I have inspected the above-mentioned premises and wish to take a tenancy for such premises for a period of ..... Weeks/Months, at a rental of \$..... per week/Calendar Month and that the rental to be paid is within my means, I undertake to pay a rental bond in cash or as requested upon the signing of the Tenancy Agreement.

We Oakbass Pty Ltd trading as Richardson & Wrench the Real Estate Agents, acting for the owner of the above premises acknowledge receipt of the above Application and agree

1. to notify the applicant whether or not the Application has been approved
2. to hold the premises for the period and in accordance with the conditions above stated.
3. and if the applicant has been approved to also prepare tenancy Agreement/Lease of the premises

We will endeavour to have your application approved within 48 hours, however, if we are unable to contact the owners of the property, or your references, some delays may occur. We assure you we will contact you the minute we have an answer. We understand you will be anxious to know either way, but continual calls to us will delay the process. Please make sure you complete all sections of the application form, we will not chase you if you have missed sections, if you do your application will be put aside.

If you are uncomfortable with these conditions, please do not proceed with this application.

Name.....Signature.....Date:.....

## **Personal Details**

Family/Last Name:..... Other Names:.....  
Date of Birth:..... Marital Status:..... 18+ card no:.....  
Driver's Licence Number:..... State:..... Vehicle Rego No:.....  
State of Registration:..... Make & Model:..... Car / Motorbike (circle one)  
Occupation:..... Medicare No:.....  
Current Address:..... P/Code:.....  
Home Phone No:..... Work Phone No:.....  
Mobile Phone No:..... Email Address:.....

## **Financial Status**

Are you an Undischarged Bankrupt? Yes / No (please circle)

### **If you are Employed:**

Employers Name: ..... P/Code:.....  
Address: .....  
Phone: ..... Fax:.....  
Length of Employment: ..... Commenced:.....  
Net Weekly Income (excluding overtime):.....

### **If employed there for less than 6 months**

Previous Employers Name: ..... P/Code:.....  
Address: .....  
Phone: ..... Fax:.....  
Length of Employment: ..... Commenced:.....  
Employed as: .....

### **If you are Self Employed of Own your own Business**

Registered name of Business:.....  
ABN No: .....  
What does your Business do?.....  
Address: ..... P/Code:.....  
Personal Net Income/Week:.....  
Accountant: .....  
Accountants Phone No: ..... Fax:.....  
How long have you been in this Business:.....  
List one Major Creditor: ..... Phone No:.....

### **If you are a Student**

Name of Learning Institution: .....  
Faculty/Department: .....  
Student Union No: .....  
Student Identification (ID) No:.....  
Income Source: .....  
Net Weekly Income: .....

### **If you receive a Centrelink Payment**

Type of Payment: .....  
Centrelink No: .....  
Total Centrelink Payment Per Fortnight:.....

## **Your Current Situation and Rental History**

Current Residential Address:.....  
How long have you lived there?.....Current lease expiry date:.....  
If a rental Name of Lessor or Agent:.....  
Contact Name: .....Contact No:.....  
Fax No: .....Weekly Rent Paid:.....  
Was your Bond refunded?.....If not why?.....  
Reason for Leaving: .....

Previous Commercial/Residential Addresses:.....  
How long did you live there?.....Date you moved out?.....  
If a rental Name of Lessor or Agent:.....  
Contact Name: .....Contact No:.....  
Fax No: .....Weekly Rent Paid:.....  
Was your Bond refunded?.....If not why?.....  
Reason for Leaving: .....

### **If you own your own home**

*You will need to supply proof of mortgage payments ie: Bank Statements*

Address of Property: .....  
Council Area: .....Council Phone No:.....  
Assessment No: .....Amount of Rates/quarter:.....

## **Your References**

*Complete all sections below, they should include*

- 1. Your Parents or Guardians*
- 2. Your nearest relative not living with you (other than parents/guardians)*
- 3. At least 2 permanent residents of Australia, other than those above*
- 4. If self employed, at least 1 established trade or business reference*

Name: .....	Name: .....
Address: .....	Address: .....
Home Phone No: .....	Home Phone No: .....
Work Phone No: .....	Work Phone No: .....
Mobile Phone No: .....	Mobile Phone No: .....
Relationship & how long known for: .....	Relationship & how long known for: .....
.....	.....

Name: .....	Name: .....
Address: .....	Address: .....
Home Phone No: .....	Home Phone No: .....
Work Phone No: .....	Work Phone No: .....
Mobile Phone No: .....	Mobile Phone No: .....
Relationship & how long known for: .....	Relationship & how long known for: .....
.....	.....

Name: .....	Name: .....
Address: .....	Address: .....
Home Phone No: .....	Home Phone No: .....
Work Phone No: .....	Work Phone No: .....
Mobile Phone No: .....	Mobile Phone No: .....
Relationship & how long known for: .....	Relationship & how long known for: .....
.....	.....

## **Disclaimer / Authority**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application I, the said applicant, do solemnly and sincerely declare that I am **over 18 years of age** and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement. I further confirm and declare that: -

I have inspected the property located at .....

1. I have of my own accord decided that I wish to rent the aforementioned property commencing ...../...../..... for a period of .....

2. I have been informed, understand and agree that the rental for the said property is to be \$.....per week/calendar month and is within my means of support.

3. (i) I have been informed, understand and agree the rental for the said property is to be paid every week/month and is to be paid by the due date at all times.

(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property up to 4 times a year and I further warrant that I will cooperate fully to allow this inspection to be carried out.

4. I have been informed, understand and agree that the bond for the aforesaid property will be \$..... and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority

5. I have been informed, understand and agree should the full amount of the bond not be paid by the signing of the Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property

6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.

7. I have been informed, understand and agree that should the Landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Tenancy Agreement (including but not limited to: evictions, payment of rent, maintenance of the premises, making good damage to the premises), that all and any such moneys expended by the Landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.

8. I further consent to the agent disclosing all personal information that they may hold for the purpose of  
a) listing my name with a database as a result of a tribunal order or multiple breach notices,  
b) enforcing a tribunal order,  
c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and / or damage that occurred or occurs during my period of tenancy.

9. I have been informed and understand that this property may be covered by Landlord insurances and this may involve at times my information being passed onto the insurers for insurance purposes.

10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.

11. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act. I have read, understood and accept the attached Privacy Statement.

12. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request the contact details.

Applicant's Name: .....



Applicant's Signature: ..... Dated : ...../...../ 20.....

## Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

### **Income**

Applicants income per week

Government Benefits

**Total Income**

**1**

### **Weekly Amounts**

\$ .....

\$ .....

\$ .....

### **Liabilities**

Car Payments

Outstanding Rental Debts

Credit Cards/Store Payments

Personal Loans

Taxation

School Fees

**Total Liabilities**

**2**

### **Weekly Amounts**

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

### **Living Expenses**

Phone/Mobile

Health Insurance

Rent (for this property)

Fuel, Power, Gas etc

Car (registration & running expenses)

Day to day living (food, clothing & personal)

Insurance (car, Life, contents etc)

**Total Living Expenses**

**3**

### **Weekly Amounts**

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

\$ .....

Total Income **1** \$ .....

Less Liabilities **2** \$ .....

Sub-Total \$ .....

Less Living Expenses **3** \$ .....

Balance \$ .....

Signed by Applicant: ..... Date: .....

## Questionnaire

To Process your Application you are requested to answer all the following questions to the best of your ability. Any false information provided could jeopardise your application.

1. Have you ever been evicted by a Landlord or Agent? Yes / No

If yes give details.....

2. Has any Landlord or Agent refused you another property? Yes / No

If yes give details.....

3. Are you in debt to another Landlord or Agent? Yes / No

If yes give details.....

4. Is there any reason know to you that would affect your rental payment? Yes / No

If yes give details.....

## **Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member Name: Richardson & Wrench Orange  
Address: 211 Anson Street, Orange NSW 2800  
Phone No: 02 6362 8386  
Fax No: 02 6362 0109  
Email: [sales@randworange.com.au](mailto:sales@randworange.com.au)

As a professional asset manager we collect personal information about you. You can access the information we collect by contacting our office on the above numbers or addresses.

### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the 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/Owner for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Other tenancy Databases for the same above reason
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients
- Your workplace to validate information supplied in your application

### **Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt collection Agencies where Tribunal/Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to the lessors/Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

### **TICA Statement**

As TICA may collect personal information about you, the following information about TICA 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 enquiries and tenancy history. 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways.

Phone: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO Box 120, CONCORD NSW 2137 a fee of \$14.30 plus a self-addressed envelope is required.

### **Primary Purpose**

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

The personal information TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA Member in relation to your tenancy, which members you rented through and which members you applied to.

Further information about TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our helpline 1902 220 346 calls charges at \$5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed by the Applicant



Signature

Print Name

Date

Witnessed

### Categories with TICA

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Rental arrears during Tenancy</li><li>• Rental arrears after vacating</li><li>• Broke Tenancy Agreement</li><li>• Absconded</li><li>• Tribunal Orders</li><li>• Tribunal Order Rent</li><li>• Tribunal Order Possession</li><li>• Tribunal Order Damage</li><li>• Tribunal Order Objectable behaviour</li></ul> | <ul style="list-style-type: none"><li>• Statement by Tenant</li><li>• Tribunal Order Specific Performance Rent</li><li>• Tribunal Order Specific Performance Maintenance</li><li>• Bankruptcy</li><li>• Past Tenant</li><li>• Current Tenant</li><li>• Satisfactory Payment History</li><li>• Recommended Tenant</li></ul> |
|---|--|

## **Direct Connect** Your Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity ☐ Internet ☐ Gas ☐ Phone ☐ Pay TV ☐ Insurance ☐

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ P: 1300 664 715 F: 1300 664 185 W: [www.directconnect.com.au](http://www.directconnect.com.au)