



## Tips to get your Rental Application processed faster

- Complete all sections of the application
- Please make sure your writing is clear & legible
- Notify all your references (Employment & Rental ) that they should expect a call from Soames Real Estate
- **If emailing application ensure that “100 Points” identification is one pdf, not single pdfs**
- Have copies of your rental ledger or council & water rates
- Ensure that you have signed the application form
- It is in your best interest to get application in as soon as possible
- If you are approved, get your holding deposit in straight away

**Please note that if you don't complete your application form entirely and don't submit all the necessary documents your application will not be processed and you will miss out in renting the property**



**Wahroonga Office**  
Rachel Patterson  
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**Thornleigh Office**  
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**Hornsby Office**  
Ryan Sweeney & Sina Bidgoli  
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Ph: 02 9987 0011  
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**TENANCY APPLICATION FORM**

Please complete an application form for EACH applicant whose name is to appear on the lease and all sections of the application.

**PLEASE NOTE: Applications must be completed fully to be considered.**

**PROPERTY APPLYING FOR:**

.....

**Full Name of all Proposed Applicants:**.....

**Total number of occupants**

**RENT:** \$..... per week  
**LEASE PERIOD:** ..... months/weeks  
**PROPOSED COMMENCEMENT DATE:** ..... dd/mm/yyyy  
**DEPOSIT / RESERVATION FEE:** \$.....  
**PREFERRED RENT FREQUENCY:** WEEKLY/FORTNIGHTLY/MONTHLY/OTHER

**100 POINTS OF IDENTIFICATION CHECK**

**Attention Residential Applicants:**  
**BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECKPOINTS. PLEASE CIRCLE THE RELEVANT DOCUMENTS PROVIDED.**

**NOTE: Proof of income & photo identification MUST be provided in 100 points of identification check.**

RENTAL LEDGER	# 30 POINTS	- Yes/No
LAST 4 PAY SLIPS	# 30 POINTS	- Yes/No
DRIVERS LICENCE	# 20 POINTS	- Yes/No
PHOTO I.D.	# 20 POINTS	- Yes/No
PASSPORT	# 20 POINTS	- Yes/No
AUSTRALIAN VISA	# 20 POINTS	- Yes/No
LETTER OF EMPLOYMENT	# 20 POINTS	- Yes/No
REFERENCE. FROM PREVIOUS AGENT	# 10 POINTS	- Yes/No
WATER OR COUNCIL RATES NOTICE	# 10 POINTS	- Yes/No
COPY OF BIRTH CERTIFICATE	# 10 POINTS	- Yes/No
BANK STATEMENT	# 10 POINTS	- Yes/No
PHONE, ELECTRICTY OR GAS ACCOUNT	# 10 POINTS	- Yes/No
MEDICARE	# 10 POINTS	- Yes/No

**PERSONAL DETAILS:**

Full Name of Applicant:.....

Children: (Yes/ No) – If yes, supply ages.....

Smoker: YES/NO  
Pets: YES/NO - Details:.....  
Are they registered: YES/NO  
Registration Number(s) of each pet:

**Phone Numbers:**

(H) .....

(W).....

(M).....

E-mail Address: .....

Date of Birth: .....

Car Registration Number: .....

Driver License No: .....

**NEXT OF KIN / EMERGENCY CONTACT:**

Name: .....

Contact number: .....

Relationship: .....

**PERSONAL REFERENCES:**

(1) Name: .....

Phone No: .....

Relationship: .....How long known:.....

(1) Name: .....

Phone No: .....

Relationship: .....How long known:.....

**CURRENT ADDRESS:**

Period of Occupancy .....

Rent Paid \$.....week/fortnight/month

Lessor / Agency.....

Property Manager(Agent):.....

Phone .....

Was Bond Refunded in Full YES / NO If, please explain:

\*\* If you currently own your own home, please provide copies of council & water rates notices.

**PREVIOUS ADDRESS:**

Period of Occupancy .....

Rent Paid \$.....week/fortnight/Monthly

Lessor / Agency.....

Phone .....

Was Bond Refunded in Full YES / NO If, please explain:

**STUDENT DETAILS (IF APPLICABLE):**

Name of College, TAFE or University:

Faculty / Course: .....

Period Enrolled: .....

Student Number: .....

Full-time/ part-time/ casual (PLEASE CIRCLE)

**OCCUPATION (SELF-EMPLOYED / OWN BUSINESS):**

Company Name:.....

ABN:.....

Current Position Held:.....

Current Address:.....

.....

Business Type:.....

Accountant Name/ Contact Details:.....

.....

Phone: ..... (Landline only)

Period of Employment:.....

Full time/ part-time / casual

Income (After tax): .....

Week/Fortnight/Monthly/Annual (please Circle)

If employed less than 12 months, please give details previous employer, position, and contact phone number:

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.....

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**OCCUPATION:**

Current Occupation: .....

Current Employer:.....

Contact number (Landline only) & position held: .....

.....

Period of Employment:.....

Full time/ part-time / casual

Income (After tax): .....

Week/Fortnight/Monthly/Annual (please Circle)

If employed less than 12 months, please give details of previous employer, position, and contact phone number:

.....

.....

**DISCLAIMER/ AUTHORITY**

I/we 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/we further authorise the letting agent to contact and/or conduct any enquiries and or searches with regard to the information and references supplied in this application.

I/we, the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I/we, the said applicant so solemnly and sincerely declare:

1. I have inspected the property located at:

.....

2. I have been informed, understand and agree that the rental for the aforesaid property is to be \$..... per week and that this rental is within my means to support.

**3. Should the owner accept this application and I submitted a reservation fee, this will be credited towards the rent, however, should the application be refused, the fee is fully refundable (will be refunded in cheque form).**  
**4. If I, the applicant, advise that I do not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.**

5. I authorise the letting agent to attend to all details regarding the lodgement of the rental bond with the appropriate authority.

6. I have been informed, understand and agree that should the full amount of bond not be paid, prior to signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payment to be apportioned to finalising of the rental bond for the aforesaid property.

7. 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 Tenancy Application submitted by me.

8. I have been informed, understand and agree that, should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all cost associated with these proceedings shall be able to be recovered from me.

9. I have been informed, understand and agree that should this application be rejected, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application

**10. I have been informed, understand and agree that if the agent has not specified what works will get done prior to my starting date then the property will be given to me in the condition I saw it in.**

**11. Upon being accepted I agree that the following monies will need to be paid when signing the Residential Lease Agreement: (this money must be paid as a Bank Cheque / Money Order made out to Keith Soames Real Estate Trust Account)**

Rent in advanced (2 weeks Rent) \$ \_\_\_\_\_

Bond (4 weeks Rent) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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**Real Estate Agent's Signature:**

Soames Real Estate Agent: \_\_\_\_\_

Signature: \_\_\_\_\_



P.O. Box 120  
Concord NSW 2137  
P: 02 9743 1800  
F: 02 9743 4844  
E: membership@tica.com.au  
ACN: 087 400 379  
ABN: 84 087 400 379

**TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian 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 cannot 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, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

**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.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is

information that would be available to the Agent on a truthfully completed tenancy application form.

**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 Australian 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 Australian 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 \$19.80.

**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, driver's 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/s

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

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

Please complete all sections of this application to enable us to connect your utilities.

**Applicant Details**

Mr  Ms  Miss  Mrs  Other  Given Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**Property Details**

Property Manager: \_\_\_\_\_ Office: \_\_\_\_\_

New Property Address: \_\_\_\_\_

Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Connection date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities**

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity     Gas     Telephone     Internet     Pay TV  
 Car     Life     Health     Home & Contents     Home Loans

**DECLARATION AND ACCEPTANCE:**

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# YourPorter

## Free Utility Connections Service

Your Real Estate agent will forward your details to YourPorter, who will then call you to discuss your options. They will provide you with a comparison service to assist you with finding the right product for your new property. Below is a list of suppliers on the YourPorter panel.

### Supplier List

#### Electricity & Gas



#### Telecommunications



#### Health Insurance



#### Car Insurance



#### Life Insurance

