

**PRIVACY ACT 1988**  
**COLLECTION AND DISCLOSURE ACKNOWLEDGEMENT**  
**NOTICE FOR TENANTS**

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 landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 information provided is not true or complete then this agency may not be able to process the application for tenancy.

If the applicant would like access to the personal information the agent holds, they can do so by contacting the manager at:-

**WILKINSONS REAL ESTATE AGENCIES RIVERSTONE**  
**23 GARFIELD ROAD EAST**  
**RIVERSTONE**  
**Ph: 02 96273700**  
**Fax: 02 96271332**

You can also correct this information if it is inaccurate, incomplete or out of date. Access for information will be provided at a mutually agreed appointment time.

A fee of \$25.00 will be charged for collation and provision of access to information. A fee of \$20.00 per fifteen minutes or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$1.00 per copy. The \$25.00 collation fee and the \$20.00 for the first fifteen minutes must be paid prior to the inspection appointment.

Any information collected and not used or no longer required for our records will be shredded.

I, the said applicant, declare that I give my permission to the agent to collect my information and pass such information onto landlords, operators of tenancy reference databases or other agents.

I further understand that **WILKINSONS REAL ESTATE AGENCIES** is a member of Trading References Australia and Tenancy Information Centre Australia which are tenancy database companies that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

Applicant's Name: .....

Applicant's Signature: .....

Date: .....



## **TENANCY APPLICATION NOTE**

This office is a member of:

\* Tenancy Information Center Australia Pty Ltd (TICA)

Tenants on TICA need not apply.

**We require the following information to be supplied to process an application:**

1. IDENTIFICATION PHOTOGRAPH:-  
Drivers Licence or Passport
2. REFERENCE – Current Landlord / Agent
3. REFERENCE – Previous Landlord / Agent
4. PROOF OF RESIDENTIAL ADDRESS:  
ie - Telstra Account  
Integral Energy Account  
Bank or Credit Card Statement
5. COPY OF RENTAL RECEIPTS
6. COPY OF TENANCY AGREEMENT
7. SUPPORTING PROOF OF INCOME FOR PAYMENT OF RENT

**ON APPROVAL OF AN APPLICATION ALL MONIES MUST BE PAID IN FULL (MONEY ORDER OR BANK CHEQUE).**

**AFTER THE FIRST INITIAL PAYMENT ALL RENT MUST BE PAID DIRECT TO THE COMMONWEALTH BANK USING YOUR DIRECT DEPOSIT BOOK.**

**APPLICATIONS WILL ONLY BE PROCESSED ON A COMPLETED AND SIGNED TENANCY APPLICATION.**

**Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details the application may not be processed.**



# Residential Tenancy Application

Email [riverstone@wilkinsonsrealestate.com.au](mailto:riverstone@wilkinsonsrealestate.com.au)

A copy of the applicant's driver's license or passport MUST accompany this application. For your application to be processed you must answer all questions (including the reverse side)

## A. HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- newspaper     office     "for lease" board  
 referral     internet  
 other (specify) .....

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day     Month     Year

3. Length of Tenancy Required?

Years     Months

4. How many people will normally occupy the property?

Adults     Children

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname     Given name/s

Date of Birth

Driver's license no.     Driver's license state

Passport no.     Passport country

Pension no. (if applicable)     Pension type (if applicable)

6. Please provide your contact details

Home phone no.     Mobile phone no.

Work phone no.     Fax no.

Email address

7. What is your current address?

Postcode

## D. DECLARATION

During my inspection of this property I found it to be in a reasonably clean condition    Yes     No

If "No," I believe the following items should be attended to prior to the commencement of my tenancy.  
I acknowledge that these items are subject to the Landlord's approval.

.....  
 .....  
 hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/trades people to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) refer to Insurance companies (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature     Date

### NOTICE: Section 42A

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

We are an independently owned and operated business. We are bound by the National Privacy Principles. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to our approved and authorized contractors in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting us.

Property manager name

**Please Note:**  
**Both sides of this application**  
**must be completed.**

**N.B. Both sides of this application must be completed**

**E. APPLICANT HISTORY**

8. How long have you lived at your current address?  
 Years  Months

9. Why are you leaving this address?

10. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

11. What was your previous residential address?  
  
 Postcode

12. How long did you live at this address?  
 Years  Months

13. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$  
 Was bond refunded in full?  If not why not?

14. Please answer the following questions:

	yes	no
Have you ever been evicted by any landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>

**F. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address  
  
 Postcode

Contact name  Phone no.

Length of employment  Years  Months Net income?  \$

16. Please provide your previous employment details

Occupation?

Employer's name:

Contact name  Phone no.

Length of employment  Years  Months Net income?  \$

**G. NEXT OF KIN (NOT LIVING WITH YOU)**

17. Please provide a contact in case of emergency

Surname  Given name/s

Relationship to you  Phone no.

**H. PERSONAL REFERENCES (NOT RELATED TO YOU)**

18. 1. Surname  Given name/s

Relationship to you  Phone no.

2. Surname  Given name/s

Relationship to you  Phone no.

**I. OTHER INFORMATION**

16. Are you a smoker? (please tick relevant box)

Yes  No

16. Car Registration

17. Please provide details of any pets:

Breed / type  Council registration / number

1.

2.

**J. PAYMENT DETAILS**

Property rental

\$  per week OR \$  per month

First payment of rent in advance  \$

Rental bond (4 weeks rent)  \$

Tenant's share of cost of preparing tenancy agreement  \$

Sub Total  \$

Less: deduct Reservation Fee (see below)  \$

Amount payable on signing tenancy agreement (cash or bank cheque only)  \$

**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE  \$ RESERVATION PERIOD  days

The Landlord's Agent undertakes:

- the premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- 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;
- 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;
- 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
- if a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent  Date

Signature of tenant  Date