

Residential Application form

For your application to be processed you must answer all proceeding questions, including the reverse side.

AGENT DETAILS

SydneyLinks Real Estate

A 194-196 Victoria Street, Potts Point NSW 2011
 P (02) 8302 3000
 F (02) 8302 3099
 E rentals@sydneylinks.com.au
 W sydneylinks.com.au

PROPERTY DETAILS

Address of property for rent

 Postcode

Lease commencement date

 Day Month Year

Lease term

 Months Years

Property inspection date

 Day Month Year

Number of tenants applying for property

 Adults Children Children's Ages

PERSONAL DETAILS

Title

 Mr Mrs Ms Miss Other

Given Name(s)

Surname

Date of birth

Mobile number

Home number

Work number

Email address

Current residential address

 Postcode

Smoker or non smoker?

How did you discover this property?

<input type="checkbox"/> Online	<input type="checkbox"/> Our office	<input type="checkbox"/> Office window
<input type="checkbox"/> Local paper	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Sign at property
<input type="checkbox"/> Referral	<input type="checkbox"/> Other, please specify _____	

RENTAL HISTORY

Time at current address

 Months Years

Reason for leaving current address

Current landlord/agent name

Landlord/agent's phone number

Current rent paid weekly

 \$

Previous residential address

 Postcode

Time at previous address

 Months Years

Landlord/agent's phone number

Current rent paid weekly

 \$

Was bond refunded in full?

If no, why?

EMPLOYMENT HISTORY

Current occupation

Employer's name

(include accountant's name if self employed or name of institution if student)

Employer's address

 Postcode

Contact Name

Contact phone number

Length of employment

Net income (after tax)

 \$

Previous occupation

Previous employer's name

(include accountant's name if self employed or name of institution if student)

Previous employer's address

 Postcode

Contact Name

Contact phone number

Length of employment

Net income (after tax)

 \$

REFERENCES & EMERGENCY CONTACT

Referee 1 - Given Name(s) Surname

Relationship to you Contact phone number

Referee 2 - Given Name(s) Surname

Relationship to you Contact phone number

Emergency Contact Given Name(s) Surname

Relationship to you Contact phone number

OTHER INFORMATION

Car registration Car make/model

Pet details

Animal	Breed	Council reg. no.
Animal	Breed	Council reg. no.

PAYMENT DETAILS

Property rental amount

First weeks rent in advance \$

Rental Bond (4 weeks rent) \$

Sub Total \$

Less Reservation Fee (see below) \$

Total - Amount Payable \$
 (Pay when signing Tenancy Agreement)

RESERVATION FEE

Reservation Fee (1 week min.) \$

Reservation Period

The Landlord's Agent Agrees:

- The property will not be leased during the reservation period, pending the agreement of a residential tenancy agreement.
- The full fee will be refunded if the Landlord declines application or decides not to enter in to a Residential Tenancy Agreement within the reservation period.
- The full fee will be refunded if the Landlord decides not to carry out repairs or other works upon which is a condition to entry into a residential tenancy agreement within the reservation period.
- Should the applicant decide to withdraw their application, the Landlord may retain the full reservation fee amount.
- Should the applicant's application be accepted, the reservation fee will be put towards the first rental contribution of the applicant.

Signature of Applicant Date

Signature of Landlord's agent Date

UTILITY CONNECTIONS

This is a FREE service that connects all of your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Gas	Internet
Pay TV	Insurance	Phone
Cleaners	Removalists	Truck/Van Hire



Please tick if you would like Direct Connect to contact you in relation to any of the above utilities or services

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information. Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature of Applicant Date

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter in to a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/Landlord. I declare that all information contained in this application (including 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:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer(s).
- Any record listing or database of defaults by tenants such as NTD, TICA, or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

- NTD 1300 563 826
- TICA 1902 220 346
- TRA (02) 9363 9244

If I default under a rental agreement, I agree that 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:

- communicate with the owner and select a Tenant
- prepare the lease and tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts and Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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.

Signature of Applicant Date

Required Documents for New Tenants

Once you have completed the attached application and TRA forms, please submit to our office by way of the following options:

1. Email to rentals@sydneylinks.com.au or to your individual property manager
2. Deliver to 194-196 Victoria Street, Potts Point NSW 2011

100 ID POINTS

You must provide at least 100 points in order for you application to be processed.

From these 100 points you must ensure you include proof of at least one of each of the following: identification, income and previous rental history.

Tick all documents supplied:

<input type="checkbox"/> 50	Passport	<input type="checkbox"/>	<input type="checkbox"/> 20	Previous Tenancy Rental Ledger	<input type="checkbox"/>
<input type="checkbox"/> 40	Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/> 20	Proof of Income	<input type="checkbox"/>
<input type="checkbox"/> 30	Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/> 20	Bank Statement (showing income)	<input type="checkbox"/>
<input type="checkbox"/> 30	Other Photo ID	<input type="checkbox"/>	<input type="checkbox"/> 10	Previous Rental Receipts x3	<input type="checkbox"/>
<input type="checkbox"/> 30	Student Card	<input type="checkbox"/>	<input type="checkbox"/> 10	Gas / Electricity Account	<input type="checkbox"/>
<input type="checkbox"/> 30	Letter of Employment	<input type="checkbox"/>	<input type="checkbox"/> 10	Telephone Account	<input type="checkbox"/>
<input type="checkbox"/> 30	Reference from previous Agent	<input type="checkbox"/>	<input type="checkbox"/> 10	Medicare Card / Credit Card	<input type="checkbox"/>

SELF EMPLOYED

Please ensure you include your accountant's contact details on the Residential Application form in the Employment History section and the details below:

ABN

Company / Business / Entity Name

NON-PERMANENT RESIDENTS

Please provide a copy of your Visa. You may provide documents from VEVO.

Please tick if you are a non-permanent resident

Direct Debit Request form

Please complete, sign and return to us.
This form authorises us to debit your account from our financial institution for your rent.

DETAILS

Address of rental property		Property rental amount
<input type="text"/>		\$ <input type="text"/>
<input type="text"/>		
Postcode		
Name of Financial Institution		
<input type="text"/>		
Address of financial institution		
<input type="text"/>		
<input type="text"/>		
Postcode		
Account Name		
<input type="text"/>		
BSB (Branch number)		Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

SERVICE AGREEMENT

I/We request you, Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate, User ID:

debit my desired account indicated above, until further notice in writing, with the amount specified.

I understand and acknowledge that:

- My nominated financial institution may in its absolute discretion decide the order of priority by it of any moneys pursuant to this request or any authority or mandate.
- The financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits.
- Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate may, by prior notice in writing to me within 14 days, vary the timing of future debits.
- Debits will be deducted on, or close to, the rent payment day of each rental period.** Where the rent payment day of the month does not fall on a business day and I am uncertain whether sufficient cleared funds will be available to meet the direct debit, I will contact the financial institution directly and ensure that sufficient cleared funds are available.
- I can modify or defer this regular Direct Debit Request at any time by giving Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate 14 days' notice, in writing. I need to do this by the 14th day of the month for the change I'm requesting to take effect in that month.
- I can stop or cancel the regular Direct Debit Request at any time by giving Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate or my financial institution 14 days' notice in writing. I need to do this by the 14th day of the month for cancellation to take effect in that month.
- If at any time I feel that a direct debit against my nominated account is inappropriate or wrong it is my responsibility to notify Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate or my financial institution as soon as possible.
- Direct debiting through SECS is not available on all accounts. I can check my account details against a regular statement or check with the financial institution as to whether I can request a direct debit from my account.
- It is my responsibility to ensure that there are sufficient cleared funds in my nominated account to honour the DOR. I understand that the DOR will be automatically cancelled if three direct debit payments are dishonoured because of insufficient funds within a 12 month period. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate will give me 14 days' notice in writing if they intend to cancel my DOR. Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate will also charge the cost of dishonoured direct debits against my account.
- Sydney Links. Net Pty Ltd T/A Sydney Links Real Estate may need to pass on details of my direct debit request to their sponsor bank in SECS to assist with the checking of any incorrect or wrongful debits to my nominated account.

Signature of Applicant 1	Date
<input type="text"/>	<input type="text"/>
Signature of Applicant 2	Date
<input type="text"/>	<input type="text"/>