



DUNSHEAS UNITED REALTY

17 Oxford Road, Ingleburn, N.S.W. PO Box 17, Ingleburn, N.S.W. 2565

Telephone: (02) 9605 7777

Facsimile: (02) 9605 7124

Website: www.dunsheas.com.au

Email: rentals@dunsheas.com.au

NOTICE TO ALL TENANCY APPLICANTS 100 POINTS IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to provide sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

Drivers License	30 Points *
Passport	30 Points *
Proof Of Age Card	30 Points *
Tenancy History Ledger	20 Points
Previous Tenancy Agreement	20 Points
Previous Four Rent Receipts	20 Points
Rental Bond Receipt	20 Points
Pay Advice	15 Points
Motor Vehicle Registration	15 Points
Telephone Account	15 Points
Electricity Account	15 Points
Gas Account	15 Points
Bank Or Credit Card Statements	15 Points
Pension Card	15 Points
Council Or Water Rates	15 Points
Health Care Card	15 Points
Medicare Card	10 Points
Birth Certificate	10 Points

NOTE:

All information must be current i.e. No more than (3) months old.

Applicants must provide their own copies of their documents.

You must have at least one of the items listed with * next to the points, as well as proof of income/employment.

Please be aware that 100 points is minimum and more may be required.



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AGENT DETAILS

DUNSHEAS UNITED REALTY
17 Oxford Street, Ingleburn, NSW, 2565
Phone no: 02 9605 7777
Fax no: 02 9618 5244
Email address: rentals@dunsheas.com.au

FREE UTILITY CONNECTION SERVICE

INUIIN

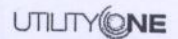
To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE ELECTRICITY GAS
ADSL DIAL UP INTERNET PAY TV

It's a FREE service and there's NO obligation - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

YES, please contact me!

Utility connection services are provided by:



Phone: 13 18 19 Email: contact@utilityone.com.au
Fax: 1300 73 18 19 Web: www.utilityone.com.au

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

DECLARATION

I 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 authorize the Agent to obtain personal information from:

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations 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)

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.

If Section D is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

Signature

Date

X

PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Months

4. How many people will normally occupy the property?

Adults Children Ages

PERSONAL DETAILS

5. Please give us your details

Mr. Ms. Miss Mrs. Other

Surname Given name/s

Date of Birth

Driver's licence no. Driver's licence state

Passport no. Passport country

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

6. Please provide your contact details

Home phone no. Work phone no.

Mobile phone no. Fax no.

Email address

7. What is your current address?

Postcode

Property manager name

Application faxed to UtilityOne (if required)



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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?

EMPLOYMENT HISTORY

14. 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

Net income?

Years Months \$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

Years Months \$

CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

Contact address?

17. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type Council registration / number

1.
2.

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

\$15.00

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement
(Money order or bank cheque only)

\$

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:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) 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;
- (c) 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;
- (d) 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
- (e) 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

X



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P.O BOX 156, COLLINS ST WEST

VIC 8007 AUSTRALIA

PH: 03 9610 4996

FAX: 03 9620 7339

www.ntd.net.au

NTD Disclosure Statement

From 21 December 2001, you can gain access to your personal information.

PRIMARY PURPOSE

ntd collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

ntd also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise **ntd** of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to **ntd**, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises.

PRINT NAME _____

SIGNATURE _____ DATE _____

PRINT NAME _____

SIGNATURE _____ DATE _____



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RP DATA Declaration Form

I/we understand this agency is a member of RP Data, in which we conduct our tenancy checks.

I/we hereby give permission for Dunsheas United Realty to carry out a tenancy check for the verification of identity.

I/we acknowledge that Dunsheas United Realty has the authority to reject the application for tenancy if found to be defaulted on the database.

I/we understand that I/we will be listed accordingly, to the database if I/we are to default with Dunsheas United Realty.

I/we understand that once listed on the database, our name will be deleted from the database once the situation is rectified.

PRINT NAME _____

SIGNATURE _____ **DATE** _____

PRINT NAME _____

SIGNATURE _____ **DATE** _____

Tenancy Information Center Australasia Database (TICA)

Dunsheas United Realty is a member of TICA in which we carry out checks for applicant(s) applying for tenancy. Unless this form is signed by the applicant(s) Dunsheas United Realty have the right not to process this application. Dunsheas United Realty also have the right to refuse tenancy to anyone who is found to be defaulted on this database, also if the tenant is to default in the duration of their tenancy Dunsheas United Realty may list the defaulting tenant accordingly.

I/We understand that this office is a member of TICA, in which we conduct our tenancy checks.

I/We understand and agree with the above statement, and hereby authorise Dunsheas United Realty to carry out a tenant search.

PRINT NAME _____

SIGNATURE _____ **DATE** _____

PRINT NAME _____

SIGNATURE _____ **DATE** _____



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TRADING REFERENCE AUSTRALIA

Agency name:			
Agency phone:		Agency fax:	

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA. I realize that if a search is performed on the TRA database and my identification appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me right of reply. I accept that if I am currently listed as a defaulter with TRA, this Agency / Landlord / Video Store has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, meaning in breach of my contract / lease agreement according to the **Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004**. I may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord / Video store or in accord with the new regulations. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA or the Agent accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. Furthermore I authorise the agent to contact my employers past and present and any other personal referees to establish my identification / location and concede that those referees have given permission to me to use them to accommodate this request and those referees understand they will be searched on TRA to certify consistency.

Print name of referee:		Birth date:	
Address:		Home phone:	
Mobile:		Signature of referee:	

Additionally, I admit that the persons nominated by me as an emergency contact, have given consent to divulge their details for this requirement, and the emergency contact realizes this information given will be searched on TRA to ensure reliability.

Emergency contact:		Birth date:	
Address:		Home phone:	
Mobile:		Signature of emergency contact:	

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, I, the emergency contact do acknowledge that information provided to TRA by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

" I have read and I understand the above information"

Name of tenant:			
Signature of tenant:		Date:	
Address property applied for:			
Suburb	State	Postcode	

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. If a personal search is required please print out the Personal Disclosure and Application Form located in the "Contact Us" field found on the TRA website. Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 21 days. However, if the search is urgent it can be conducted immediately for a credit card charge by entering the system through public access on the TRA Web Site. **Postal Address:** Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 **Phone: 02 9363 9244 Fax: 02 9328 2861 Email: info@tenantreference.com.au Web: www.tradingreference.com**

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