



PO Box 7382 NORWEST NSW 2153

p: +61 02 8850 4100

f: +61 02 9634 1351

e: hello@cunninghamandco.com.au

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term Years _____ Months _____

Date Property to be Occupied / / _____

Rent Payable for Property \$. _____

Name(s) of other applicants to Occupy Property _____

2. Personal Details

Title _____ First Name _____

Last Name _____

Date of Birth / / _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) No _____

Pension Type No _____

Do you have an **online** rental bond account YES _____ NO _____

Mobile Phone Number _____

Email _____

3. If self-employed, please complete the following

Company Name _____

A.B.N. _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

Accountant Name _____

Accountant Phone (Not a mobile) _____

Accountant Business Name: _____

4. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income: \$ _____

Parents Address Overseas: _____

5. Current Employment Details

Occupation _____

Employers Name _____

Employer Phone Number (NO mobile numbers) _____

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Length at current employment Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

6. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

7. Current Situation

Are you the Owner Renter

Duration at your current address Years _____ Months _____

Name of Landlord/Agent (if applicable) _____

Phone Number _____

Rent Paid per week \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No

If no please specify _____

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abn: 77 889 064 941





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8. Previous Rental History

Were you the [] Owner [] Renter
Previous Address
Suburb Postcode
Duration at your previous address? Years Months
Name of Landlord/Agent (if applicable)
Phone Number
Rent Paid per week \$
Reason for leaving
Was bond repaid in full? [] Yes [] No
If no please specify

9. Other Information

Number of persons occupying property Adults Children
Please specify the ages of any children
Do you have pets? [] YES [] NO Type
Breed
Name:
Registration No
Smokers [] YES [] NO

10. Next of Kin (not living with you currently)

Emergency Contact Relationship
Address
Mobile:

11. Personal Referees

1. Reference name
Occupation
Relationship Ph:
2. Reference name
Occupation
Relationship Ph:
3. Reference name
Occupation
Relationship Ph:

12. How did you find out about this property? (Please Tick)

RENT LIST [] OFFICE [] SIGN BOARD []
INTERNET [] OTHER: _____

13. Utility Connection Service

Please sign this section only if you would like for us to arrange these services



Utility Connections
Your Free No Obligation Utility
Connection Service

"Let us do the running around and connect your utilities for you"

Electricity [] Internet [] Gas [] Phone []
Pay TV [] Insurance []

P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au

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.

Applicants Signature: _____

Date: _____

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* I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 2010.

* I acknowledge that I will be required to pay two weeks rent in advance and a rental bond, and that this application is subject to the approval from the owner/landlord. I declare that all information contained in this application (including all pages) 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default in my obligations to the tenancy that fact and other relevant personal information collected during the course of the tenancy may be disclosed to the Landlord, third party operators of tenancy databases and or other agents.

APPLICANTS SIGNATURE

DATE

HOLDING FEE CONDITIONS

In accordance with Clause 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Holding Fee equivalent to one weeks rent upon approval by landlord
2. Upon payment of holding fee the premises shall not be leased or shown to any other persons within 7 days of payment of the fee
3. The holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement
4. If a Residential Tenancy Agreement is entered into, the holding fee is to be paid towards rent for the residential Premises concerned
5. The holding fee shall be fully refunded if the tenant refuses to enter into a residential tenancy agreement due to misrepresentation or failure to disclose a material fact by the landlord or landlord's agent

PRIVACY POLICY

The personal information the prospective tenant provides in the 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 of which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained on this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

APPLICANTS SIGNATURE

DATE



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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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe 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.

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

Signed by the Applicant/s

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

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