



RENTAL APPLICATION

You must answer all questions
Each adult must have a separate application form

Property Details

Property Address you are applying for

	Postcode:

Commencement date:	Day:	Month:	Year:
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Lease Terms	Years:	Months
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How Many Tenants will live in the property?

Adults:	Children:	Childrens ages
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Personal Details

Mr Mrs Miss Ms Other

Surname:	First:	Middle:
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Date of Birth: / /

Driver Licence Number:	State	Expiry Date /
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Passport Number:	Country:
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Pension Number (if applicable):	Pension Type (if applicable):
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Contact Details

Home Phone no:	Work No:
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Mobile No:

Email address:

Current home address:

Postcode:

How long have you been at this address? Year:	Months:
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Reason you are leaving?

Name of Landlord or agent:	Phone No:
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Current Weekly rent/mortgage payment: \$
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Previous address:

How long did you live here for?

Name of Landlord or agent:	Phone No:
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Weekly amount: \$	Was bond refund in full?	If not why?
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Xen Property Management
ph: 0404 899 037
e:xenpropertymanagement@gmail.com
www.xenpm.com.au



PO BOX 5072
Port Macquarie NSW 2444

Employment Details

Please provide you employment details

Employment type (Permanent full time, part time, casual ,Temp):

Occupation: Length of current employment: Year(s) Month(s)

Employer's name: Business name:

Address: Phone No:

Previous Employment Details

Income (after tax): \$ Per: (Week/fortnight/month)

Occupation: Length of Previous employment: Year(s) Month(s)

Employment type (Permanent full time, part time, casual ,Temp):

Employer's name: Business name:

Address: Phone No:

Income (after tax): \$ Per: (Week/fortnight/month)

Other income (eg family assistance/centrelink)

Type of Income:

Income (after tax): \$ Per: (Week/fortnight/month)

References/contacts

1. Name : Phone No:

Address:

Relationship to you:

2. Name : Phone No:

Address:

Relationship to you:

Xen Property Management will contact your references during the application process.

Emergency Contact (someone NOT living with you)

1. Name : Phone No:

Address:

Relationship to you:

Car Details

Make: Model: Reg No: State: Colour:

Pets (if applicable)

Type:	Breed:	Age:	Council registration / number:
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Payment Details

Rent Amount: \$
Bond Amount: \$ (4 weeks rental amount)
Two weeks rent (in advance) \$
Total: \$ Less: deduct Holding Fee (see below)

To be paid via direct debt (2-3days before) or bank cheque before signing of the lease agreement and key collection

Holding fee (if your application was successfully approved)

The holding fee (not exceeding 1 week’s rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord’s agent acknowledges that: (i) The application for tenancy has been approved by the landlord; and (ii) The premises will not be let during the above period, pending he making of a residential tenancy agreement; (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned. (v) The whole of the fee will be refunded to the prospective tenant if: (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period (b) the landlord/landlord’s agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement. This is **NON refundable** if you change your mind regarding your approved application for this property.

Name:	Signature
Date:	Landlord/Agent Signature

Please Provide 100 points of Identification with your application.

ID REQUIRED (100 points) The application will not be processed until 100 points achieved, photocopies **MUST** be attached to application.

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|--|---|
| Drivers Licence (40 points) | Passport (40 points) |
| Proof of Age card (40 points) | Copy birth certificate (20 points) |
| Medicare Card (20 points) | Copy of gas/water/electricity bills (30 points) |
| Current motor vehicle registration (10 points) | Reference from owner/landlord (20 points) |
| Student ID or Concession Card (20 points) | |

PLEASE PROVIDE 4 WEEKS OF PAY SLIPS/INCOME

ALL APPLICATIONS ARE SUBJECT TO LANDLORD APPROVAL.
 IF YOUR APPLICATION IS UNSUCCESSFUL, WE WILL ENDEAVOUR TO NOTIFY YOU AS SOON AS POSSIBLE, HOWEVER A REASON WILL NOT BE PROVIDED AND YOUR APPLICATION WILL BE DESTROYED TO PROTECT YOUR PRIVACY.

Privacy Policy

Under Privacy Law effective December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to our office with your tenancy application.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- References you have nominated
- Organisations / trades people required to carry out maintenance to the premises
 - Rental Bond Authorities
 - Residential Tenancies Tribunals /Courts
 - Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025)
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises
- Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises.
 - Refer to Tribunals, Courts and Statutory Authorities (when necessary)
 - Refer to Collection Agents /Lawyers (where default / enforcement action is required)
- Provide confirmation details for organisations contacting us on your behalf, (i.e. Banks & Utilities & Employers etc.) If your personal information is not provided to us and NTD and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

Full Name:	
Signature:	Date:



TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am currently listed as a defaulter with TRA, this agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that a failure to do so may result in my application being refused. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose. I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent's responsibility to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to: a) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications. b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and c) third parties with which TRA has entered into any co-operation, partnering, licensing or similar agreement for the purpose of allowing those parties to offer their products and services to me I hereby consent to such a use and disclosure of that information for that reason. Should this real estate 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. I also understand that the personal information provided on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the Real Estate Agent and/or further disclosure by the real estate agent for marketing purposes.

Print Name
Signature Date.....



Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.