

Thank you for choosing a property through Lawson Property Management. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your drivers licence or passport for identification
2. If there is more than one applicant, a separate application form is required for each applicant.
3. If the application is approved , you will be required to provide a bank cheque or money order for the rental bond (made out to the Rental Bond Board) and first 2 weeks rent
4. When this form has been completed, please fax or email back to your Lawson Property Management Team.

Rental Property:

property address(es) applying for in order of preference
1.
2.

Occupancy Details:

no. of occupants	no. and ages of children (if any)	No. and type of pets (if any)
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Applicants Details:

name	email
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any other names previously known as

address

home phone	work phone	mobile phone
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Smoker <input type="checkbox"/>	Non Smoker <input type="checkbox"/>
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Personal Details:

date of birth	drivers licence number	drivers licence state of issue
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passport number	country of issue	car rego
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Current rental address:

current rent \$ _____ per week	how long have you lived there _____ months	agent/landlord/contact	reason for leaving
agent phone number	agent fax number		

Previous rental details:

property address			
rent \$ _____ per week	how long did you lived there _____ months	agent/landlord/contact	reason for leaving
agent phone number		agent fax number	

Current employment:

current employer (company)		
contact name (manager)	contacts work phone number	your position
length of employment <small>(if less than 6 months complete previous employment details)</small>	net income (after expenses)	full time or part time?
centerlink I.D number		do you want to join centre pay?

Previous employment:

previous employer (company)		
contact name (manager)	contact phone number	your position
length of employment	net income \$ _____ per week	full time or part time

Emergency contact details: (not living at same address)

name	relationship	address
mobile phone	other phone	

Personal/business references: (not relatives)

name	occupation	work phone
address		
name	occupation	work phone
address		

How did you find this property

- internet (please specify) lawsongroup.com realestate.com
 for lease board
 window display
 rental list
 other _____

Confirmation

I confirm the following :

- 1. During my inspection of this property I found it to be in a reasonable clean condition yes No
- 2. 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 landlords approval.

- 3. I acknowledge that this is an application to rent this property and that my application is subject to the landlords approval.
- 4. I consent to the information provided in this application being verified and a reference check on T.I.C.A being undertaken.

Application

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared and cost will be incurred.

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below as per itemised upon signing the Residential Tenancy Agreement.

Statement of cost:

Rental Bond (4 weeks rent) (bank cheque made out to "The Rental Bond Board")	\$ <input type="text"/>
Rent in Advance	\$ <input type="text"/>
TOTAL (bank cheque, eftpos, credit card (fees may apply)	\$ <input type="text"/>

THIS OFFICE DOES NOT ACCEPT CASH

If a Holding fee is being paid on the property, the following conditions will apply:

- 1. The holding fee is equivalent to one weeks rent to hold the premises in favour of you for the period of seven days.
- 2. That during this period, the premises will not be held for any other applicant , nor will a holding fee be received from any other applicant.
- 3. That should the Landlord decline the application, the holding fee will be refunded to the applicant in full
- 4. That should the Landlord accept this application, the holding fee will be paid towards the initial rent for the premises.
- 5. That should the applicant decide not to proceed, the landlord may retain so much of the holding fee as is equal to the amount of rent that would have been paid during the period the premises were held but shall refund the remainder (if any) of the reservation fee to the applicant on a pro- rata basis.
- 6. That the holding fee will be banked into a trust account and any refund given will be by way of EFT or cheque

Lawson Property Management , acting for the landlord of the premises, acknowledges receipt of the above application and agree:

- 1. To notify the applicant if the application has been successful
- 2. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

Authority by applicant

I have read and understood the PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS and the APPLICATION REQUIREMENTS (see over page) and confirm that all information I have supplied is true and correct.

applicants signature	date
agents signature	date

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 TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Lawson Property Management
 Address: 67 Dora Street, Morisset
 Ph: 02 49733 111 Fax: 02 49733 119
 Email: enquiries@lawsongroup.com.au

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

Primary Purpose

Before a tenancy accepted we collect your information to assess 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 we disclose your personal information to

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

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.
- Relevant government Authorities

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

Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and

tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls

charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

applicants signature

print name

agents signature

date

THE FOLLOWING INFORMATION AND COPIES OF DOCUMENTATION IS REQUIRED BY EACH APPLICANT:
 (please note: charges apply if photocopying is required)

Identification (at least 100 points must be provided)

- | | | | | | | | | |
|----------------------------|-------------|--------------------------|-------------------|-------------|--------------------------|---------------------------|-------------|--------------------------|
| current drivers licence | (40 Points) | <input type="checkbox"/> | birth certificate | (30 Points) | <input type="checkbox"/> | telephone accounts | (10 Points) | <input type="checkbox"/> |
| credit Card | (20 points) | <input type="checkbox"/> | bank statements | (10 Points) | <input type="checkbox"/> | medicare card | (20 Points) | <input type="checkbox"/> |
| passport | (40 Points) | <input type="checkbox"/> | proof of age card | (30 Points) | <input type="checkbox"/> | gas /electricity accounts | (10 Points) | <input type="checkbox"/> |
| motor vehicle registration | (20 Points) | <input type="checkbox"/> | | | | | | |

Please also attach the following documents:

- | | | | |
|--------------------------------|---------------------------------|---|--------------------------|
| <u>Proof of Rental History</u> | <u>Proof of Current Address</u> | <u>Proof of Income</u> | <input type="checkbox"/> |
| last four rental receipts or | utility statements | 3 previous payslips | <input type="checkbox"/> |
| print out of tenancy history | council rates notice | bank statement or
(If self employed - tax returns & business registration) | <input type="checkbox"/> |