



APPLICATION FOR TENANCY

Should there be more than one applicant a separate application form should be completed for each applicant.

Agents Name: Canowindra Real Estate Pty Ltd
Address: 78 Gaskill Street, Canowindra NSW 2804
Phone: 02 6344-1083
Email: canre21@bigpond.com

PREMISES – Address of Premises applied for (if unknown, please put 'any address')

Street: _____
Suburb: _____ Postcode: _____

APPLICANT – PERSONAL DETAILS

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Given Name: _____ Last Name: _____

Current Address: _____

Suburb: _____ Postcode: _____

Phone (Mobile): _____ Phone (Home): _____

Email: _____

(Note: By including your email address, you consent to service of any documents, including this application and any documents required to be served under or because of this application, by way of email, including but not limited to any tenancy agreement arising under this application.)

Drivers License No: _____ State of Issue: _____

Passport No: _____ Expiry Date: _____ Country of Issue: _____

Medicare Card No: _____ Reference No: _____ Expiry Date: _____

EMPLOYMENT HISTORY

Occupation of Applicant: _____

Date Commenced: _____

Gross Weekly Wage/Salary: _____

Employer's Name: _____

Employer's Address: _____

Suburb: _____ Postcode: _____

Phone (work): _____ Phone (mobile): _____

Email: _____



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EMERGENCY CONTACT – in case of an emergency, name of friend or relative

Name: _____ Relationship: _____

Address: _____

Suburb: _____ Postcode: _____

Phone (Mobile): _____ Phone (Home): _____

Email: _____

TENANCY HISTORY

Name of Current Landlord/Agent: _____

Phone (Mobile): _____ Phone (Work): _____

Email: _____

Reason for Leaving: _____

Length of Time at Current Address: _____ Current Rent Paid \$: _____

Name of Previous Landlord/Agent: _____

Phone (Mobile): _____ Phone (Work): _____

Email: _____

Reason for Leaving: _____

OCCUPANT(S) DETAILS

Number of Persons who Will Occupy Premises

Adult(s): _____ Children: _____ Ages of Children: _____

Pet(s): ☐ Yes ☐ No If yes, please complete a pet application

Smoker(s): ☐ Yes ☐ No



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PRIVACY

- i) The Privacy Act 1988 (Cth) (the Privacy Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected as notified to users, and otherwise in accordance with the Privacy Act.
- ii) This privacy clause outlines how the Agent holds, uses and discloses the Applicant's personal information (as that term is defined in the Privacy Act). This privacy clause only applies to the extent the Agent collects, holds, uses and discloses personal information. In this Privacy Policy, a reference to personal information includes, where context permits, sensitive information.
- iii) This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.
- iv) The Agent may collect, hold, use and disclose personal information the Applicant provides in this Application or collected from other sources for the following purposes: (a) identifying and/or verifying the Applicant's identity; (b) processing and assessing the Application; (c) assessing the Applicant's suitability and ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) making recommendations to the Landlord about the Application and the Applicant; (e) managing the tenancy for the Landlord; (f) processing any payment (including, without limitation, the exchanging of personal information with the relevant payment provider, where necessary); (g) liaising and exchanging information with the Applicant and any Joint Applicant for the property, and the Agent's or Applicant's (including the Joint Applicant's) legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) complying with any applicable law; (i) complying with any dispute resolution process; (j) serving and signing (or arranging signing and service of) this Application; (k) contacting and liaising with third parties (including, without limitation, goods and services providers and insurers); (l) contacting and liaising with utility suppliers (including for electricity, water and gas) and utility service aggregators (in either case, if the Agent offers the service(s) and the Applicant requests the Agent to refer the Applicant to such services); and (m) search the records of third party operators of tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax), and in relation to each of these matters to provide those parties with the Applicant's personal information.
- v) If the personal information outlined in this Application or requested by the Agent is not provided by the Applicant, the Agent may not be able to carry out any or all of the steps described above and may therefore not be able to process/progress the Application. The Agent may also not be able to discharge its obligations in this Application. It is impracticable for the Agent to deal with an Applicant who has not identified him, herself or used a pseudonym.
- vi) Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy and the Applicant's compliance with and conduct as a tenant under the Residential Tenancy Agreement may be disclosed by the Agent for any of the purposes for which it was collected (as outlined above) to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any) referees, any agent (if applicable), actual and/or prospective purchasers, the legal and other advisors of the Agent, Applicant, clients of the Agent both existing and potential, advertising and media organisations, property data service providers, valuers, parties engaged to evaluate the Premises, owners' corporations, government and statutory bodies, government agencies, financial institutions, Courts, regulatory bodies and law enforcement agencies, tribunals responsible for residential tenancy matters, third party operators of tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax), other third parties (including, without limitation, goods and services providers, insurers, utility suppliers and aggregators) and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required, authorised or permitted by any applicable law.



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- vii) Information held by third party tenancy databases (including, without limitation, the National Tenancy Database operated by Equifax) may also be requested by and disclosed to the Agent and/or the Landlord in connection with the Application and any subsequent Residential Tenancy Agreement. If the tenancy database is provided by any other operator, please refer to the relevant privacy policy of the operator for the tenancy database. If you are concerned about any personal information held by a third party tenancy database, you should contact the relevant third party tenancy database to check the accuracy of the information held. Information held by a tenancy database may include previous tenancy history including whether the Applicant has been blacklisted or assigned a risk category by a member of the National Tenancy Database, history of bankruptcy, Court (civil) records and previous directorship and proprietorship in relation to the Applicant. Operators of the relevant tenancy database may offer other services from time to time, and the Applicant must read and consider the relevant tenancy database operator's privacy policy concerning their use, collection and disclosure of the Applicant's personal information before deciding to engage such services. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, to the extent permitted by law (including with respect to any domestic violence termination notice), that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, government agencies, Courts, regulatory bodies and law enforcement agencies, and tribunals responsible for residential tenancy matters.
- viii) If the Agent offers the service(s) and the Applicant request the Agent to refer the Applicant to utility suppliers (including for electricity, water and gas) or utility service aggregators then, in either case, the Applicant must read and consider the privacy policy of the relevant utility supplier or utility aggregator concerning their use, collection and disclosure of the Applicant's personal information.
- ix) The Agent may also use the Applicant's personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (by ticking the box below) or has previously told the Agent not to.
- x) If the Applicant **does not** wish to receive any information about such products and services, then please tick this box ☐ or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.
- xi) The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Privacy Act) to withhold that information. The Applicant also has the right to make a complaint about the way in which the Agent has handled the Applicant's personal information or that the Agent may have breached this privacy clause or the Privacy Act. The Applicant also has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.
- xii) Any requests for access to the Applicant's personal information or any complaints should be made in writing to the Agent at the contact details in this Application.
- xiii) The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information).
- xiv) The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, unauthorised access, modification or disclosure.
- xv) The Agent may disclose the Applicant's personal information outside of Australia. In doing so, the Agent will take reasonable steps to that are reasonable in the circumstances to ensure that any overseas recipient will deal with such personal information in a way that is substantially similar to, or consistent with, the way in which the relevant Australian Privacy Principles in the Privacy Act protects such personal information.
- xvi) By signing this Application, the Applicant: (a) acknowledges that it has read, understands and accepts the terms of this privacy clause and; (b) provides express permission to collect, hold, use and disclose personal information in the manner described in this privacy clause.



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NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability of and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Note: The Residential Tenancies Act 2010 (NSW) prohibits a person from requiring or receiving from a tenant (including a prospective tenant) an amount for the preparation of a written residential tenancy agreement or the conduct of a background check.

APPLICANT

This document may be signed on paper or electronically.

Applicant's Signature

Date

Name of Signatory

AGENT

This document may be signed on paper or electronically.

Agent's Signature

Date

Name of Signatory

Note: If the Applicant has not included their email in this Application, the Agent should not infer consent to email service merely from the receipt or response to emails from the Applicant.