

**A. AGENT DETAILS**

**Laing + Simmons Coogee/Clovelly**

**Address:** 264 Arden Street, Coogee, NSW, 2034  
**Phone:** (02) 9664 0000  
**Fax :** (02) 9664 4966  
**Email:** [great@lsc.com.au](mailto:great@lsc.com.au)

**B. PROPERTY DETAILS**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code

**2. Lease commencement date?**

\_\_\_\_ Day    \_\_\_\_ Month    \_\_\_\_ Year

**3. Lease Term?**

\_\_\_\_ Years    \_\_\_\_ Months

**4. How many people will normally occupy the property?**

\_\_\_\_ Adults    \_\_\_\_ Children

**C. PERSONAL DETAILS**

**5. Please give us your details**

Mr.  Mrs.  Miss  Ms.  Other

Surname, first name, given name(s)

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Driver's license no.

\_\_\_\_\_

Drivers Licence state

\_\_\_\_\_

Passport no.

\_\_\_\_\_

Passport country

\_\_\_\_\_

Pension number (if applicable)

\_\_\_\_\_

Pension type (if applicable)

\_\_\_\_\_

**6. Please provide your contact details**

Home phone no.

\_\_\_\_\_

Mobile phone no.

\_\_\_\_\_

Work phone number

\_\_\_\_\_

Fax number

\_\_\_\_\_

Email address

\_\_\_\_\_

**7. What is your current address?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code

**8. How did you find out about this property?**

- SM Herald     Internet     Our "to lease" list  
 Referral     Street sign     Wentworth Courier  
 Other (Please specify)

**D. MOVING IN**

Laing + Simmons **Coogee Clovelly** can you help you organise your move with a **FREE** range of services provided by its partner, eMove.



**These services include:**

- Removalist Quotes. Compare 180 removalists
- Utility Connections – gas, electricity and phone
- Address Change Notifications
- Other helpful services like cleaners, packing, storage etc.
- Moving checklists and other helpful advice.

**eMove also has great discounts & special offers for home movers.**

**Simply sign below or call 1300 306 522 and quote Laing + Simmons Coogee Clovelly**

**E. 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 K.

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 authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees for this application
  - (c) My current and past employers;
  - (d) Any person who maintains any record, listing or database of defaults by tenants;
- I authorise and consent to each of those persons providing requested personal information about me to the Agent. 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 trades people 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 the box in Section D (Moving In) is ticked, I consent to eMove Pty Ltd contacting me to offer the range of free services to help me organise my move. When eMove is requested to arrange for the provision of services, I consent to eMove: (i) under my instructions, disclosing (or sending through) my personal information to organizations I select (including utilities, removalists and other moving service providers); (ii) obtaining confirmation details in relation to provision of services and (iii) disclosing such confirmation details to the Agent. I acknowledge that neither eMove nor the Agent accepts liability or responsibility for any delay or failure on the part of service providers to arrange provision of services including utility connection and disconnection.

The Agent has a commercial relationship with eMove. I acknowledge that, even though there is no charge for the eMove service, the Agent and its employees may receive and/or benefit from eMove in the form of cash, rewards or discounts. Normal service provider fees or bonds may apply.

Signature

● \_\_\_\_\_

Date

● \_\_\_\_\_

**OFFICE USE ONLY**  
 Property managers' name

● \_\_\_\_\_

**Application faxed to eMove**

Please tick when faxed

**Laing + Simmons staff – fax this page to eMove on (02) 9299 2722 – as soon as application is received.**

**F. APPLICANTS HISTORY**

**10. How long have you lived at your current address?**

|  Years     |  Months

**11. Why are you leaving this address?**

**12. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord or agents phone no.

Weekly rent paid

\$

**13. What was your previous residential address?**

Post code

**14. How long did you live at this address?**

|  Years     |  Months

**15. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord or agents phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not, why?

\$

**G. EMPLOYMENT HISTORY**

**16. Please provide your employment details**

What is your occupation? (or course if student)

Nature of your employment?

(Full time, Part time, Casual)

Employers name (accountant if self employed or institution if student)

Employers address (accountant if self employed or institution if student)

Post code

Contact name

Phone number

Length of employment

|  Years     |  Months

Net income

\$

**17. Please provide your previous employment details**

Occupation

Employers name

Length of employment

|  Years     |  Months

Net income

\$

**H. EMERGENCY CONTACTS**

**18. Emergency contact**

Surname

Given name(s)

Relationship to you?

Phone number.

Contacts Address

Post code

**I. OTHER INFORMATION**

**19. Please provide 2 personal references (not related to you)**

1. Surname

Given Names

Relationship to you

Phone number

2. Surname

Given Names

Relationship to you

Phone number

**J. REFERENCES**

**20. Car registration**

State of issue

**21. Please provide details of any pets**

1. Breed and type

Council registration number

2. Breed and type

Council registration number

**K. STATEMENT OF COSTS**

**Property Rental**

\$  Per week OR \$  Per month

First rent payment in advance:

\$

Rental Bond (4 weeks rent):

\$

Lease preparation fee:

\$ **15.00**

Subtotal:

\$

Less reservation fee (see below):

\$

**Amount payable on signing tenancy Agreement (bank cheque only):**

\$

**L. 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 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

**M. PAYING RENT**

Rent can be paid to our office by using B'pay, online banking with your reference number, cheque, money order and bank cheque. Credit card payments are not accepted over the counter but can be used online. For the protection and safety of our staff we strongly request that cash payments are not made to this office. It is preferred that rental payments are made by the tenant monthly (calendar).

**Please advise your property manager if these parameters are not possible for you.**

**N. CONFIRMATION**

**I the applicant confirm the following:**

1. During my inspection of the property I found it to be in a reasonably clean condition
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these requests are subject to the landlord's approval.


3. I acknowledge that this is an application to rent this property and that my application is subject to the landlords approval. I am aware the landlord will receive a copy of the information contained within this application.
4. I confirm having received a copy of the application for my retention
5. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenancy Reference Australia (TRA) being undertaken.
6. I declare that I am not bankrupt
7. This agency does not accept bond transfers or nor do we transfer bond details.
8. If successful I undertake to pay the rental bond, first rent payment in advance and lease preparation fee by way of bank cheque or money order to **"Laing + Simmons Coogee Clovelly"** upon signing the Residential Tenancy Agreement
9. I will provide 100 points of ID using the following proof of identification.

40 POINTS	30 POINTS	20 POINTS	10 POINTS
Drivers Licence	Birth Certificate	Medicare Card	Motor Vehicle Registration Cert.
Passport	Other photo identification	Credit Card	Bank Statement
		Current wage advice	Telephone Account
		Previous Tenancy Reference	Electricity Account
		Previous 2 rent receipts	Gas Account

**Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manager your tenancy.

Applicant signature

Date