

# BOARDING HOUSE APPLICATION FORM ONLY



Real Estate  
Blacktown

Elders Real Estate Blacktown  
Shop 3, 1 Aldgate Street, Prospect NSW 2148  
Telephone: 02 9631 8222 Fax: 02 9636 6919

Email: [rentals@eldersblacktown.com.au](mailto:rentals@eldersblacktown.com.au) (FILE MUST BE ZIPP) | Website: [www.eldersblacktown.com.au](http://www.eldersblacktown.com.au)

In order for us to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed. I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own free will. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

My Name is (Name of Applicant) \_\_\_\_\_

Declare the following;

1. I inspected Board House at \_\_\_\_\_ on the \_\_\_\_\_
2. I wish to apply to lease the boarding house for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_
3. I agree that the fee is \$\_\_\_\_\_ per week/fortnight/month & that the security deposit of 2 weeks lease fee \$\_\_\_\_\_
4. I the applicant/s declare that I am are not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I/We am/are not paying off any previous rental debt.
5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reasons for such rejection. I also agree that I/we will not raise any objections for not being provided a reason for any rejection of this application.
7. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by or internet transfer (NO CASH) or bank cheque. I understand and agree my application is based on payment by direct debit from my account to be nominated to the agent at the time of signing the Boarding House Agreement
9. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above
10. I agree that I will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I agree to provide & supply to agent photocopies of all required documentations for their records.
12. I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Board House Agreement, and be bound by the boarding house rules of the Boarding House Agreement.

Applicants Signature:

Date:

OUR PROPERTY MANAGEMENT DEPARTMENT ARE OPEN  
MONDAY TO FRIDAY 8.30AM – 5.30PM & SATURDAY 9AM-4.00PM

PLEASE SUPPLY YOUR OWN 100 POINTS PHOTOS COPIES OF ID. SHOULD YOU WISH FOR US TO COPY \$1.00 PER PAGE.

# Tenancy Application Form

For your application to be processed you must answer all questions (Including the reverse side)

## A. AGENT DETAILS:

Elders Real Estate Blacktown  
 Address: Shop 3, 1 Aldgate Street, (Cnr Blacktown Rd)  
 (Prospect village) Prospect NSW 2148  
 Telephone: 02 9631 8222 Fax: 02 9636 6919  
 Email: [rentals@eldersblacktown.com.au](mailto:rentals@eldersblacktown.com.au)  
 Website: [www.eldersblacktown.com.au](http://www.eldersblacktown.com.au)

## B. PROPERTY DETAILS

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

Postcode

Rental Fee

\$ <input style="width: 40px;" type="text"/>	Per Week	\$ <input style="width: 40px;" type="text"/>	Per Month
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2. Agreement commencement date?

<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Day	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Month	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Year
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3. Lease term?

<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Years	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Months
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4. How many people will normally occupy the property?

<input style="width: 20px;" type="text"/>	Adults	<input style="width: 20px;" type="text"/>	Children	Child Age/s	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
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## C. PERSONAL DETAILS

5. Please give us your details Mr  Ms  Miss  Mrs

Last Name	First Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Date of Birth	Driver's Licence Number
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Driver's Licence Expiry Date	Driver's Licence state
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Passport no.	Passport country
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Pension no. (if applicable)	Pension type (if applicable)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

6. PLEASE PROVIDE YOUR CONTACT DETAILS

Home phone no.	Mobile phone no.
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Work phone no.	Fax no.
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Email address

7. What is your current address?

  


8. How long have you lived in your current address?

<input style="width: 20px;" type="text"/>	Years	<input style="width: 20px;" type="text"/>	Months
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### HOW DID YOU FIND OUT ABOUT US

- The internet
- Signboard at the property
- Office window
- Referral
- Other (please specify) \_\_\_\_\_

## D. CONNECTING YOUR UTILITIES HAS NEVER BEEN EASIER

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a one stop utility connection service. This is a completely free service provided for your convenience that will save you hours of time. Both Direct Connect and your Agent may receive a commission for a successful connection.

Please tick utilities as required...

Electricity <input type="checkbox"/>	Gas <input type="checkbox"/>	Phone <input type="checkbox"/>	Internet <input type="checkbox"/>
Pay T.V. <input type="checkbox"/>	Insurance <input type="checkbox"/>	Removals <input type="checkbox"/>	Cleaning <input type="checkbox"/>

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

P: 1300 664 715 F: 1300 664 185 W: [www.directconnect.com.au](http://www.directconnect.com.au)

## E. PAYING RENT: We prefer payment of rent from your Bank Account or by Credit / Debit Card Simply Complete below



We accept

**Please nominate your preferred ongoing rent payment methods:**

Next Rent Payment Due: \_\_\_/\_\_\_/\_\_\_

Rent Frequency: Weekly  Fortnightly  Monthly

1.  Pay rent by Credit / Debit Card:

Card Number:

<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
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Name on Card: \_\_\_\_\_ Expiry: \_\_\_/\_\_\_

I am aware of the convenience fee of 1.76% (incl GST) for Credit Card payments of the transaction value in accordance with this Tenant Registration I understand that this arrangement will remain in place until such time as it is cancelled by me in writing at least 30 days notification.

**OR 2.  Pay rent by Bank Account – Direct Debit Request:**

I/we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by Silver Realty Pty Limited Trading As Elders Real Estate Blacktown (User ID 24451445) under the Direct Debiting System from my/our account stated below. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Name:

BSB	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Account No	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
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Rent Frequency: Fortnightly  Monthly

**DECLARATION:** I/We Full Name Applicant/s: \_\_\_\_\_

Request and authorise Silver Realty Pty Limited Trading As Elders Real Estate Blacktown and User Id 24451445 to arrange, through its own financial institution, a debit to your nominated account any amount Silver Realty Pty Limited Trading As Elders Real Estate Blacktown has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

**Acknowledgement:** By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Silver Realty Pty Limited Trading As Elders Real Estate Blacktown as set out in this Request and in your Direct Debit Request Service Agreement.

Account Holder Signature/s \_\_\_\_\_ Date: \_\_\_\_\_

### E. APPLICANT HISTORY

9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

11. What was your previous residential address?

  
 Postcode

12. How long did you live at this address?

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

Name of landlord or agent

Phone number (business hours)

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

### F. EMPLOYMENT HISTORY

Please provide your employment details – What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

  
 Postcode

Contact name

Phone number (business hours)

Length of employment

Net income?

Years

Months

 \$

14. Please provide your previous employment details – Occupation?

Employer's name:

Length of employment

Net income?

Years

Months

 \$

### G. CONTACTS / REFERENCES

15. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

### H. OTHER INFORMATION

17. Car Registration

18. Please provide details of any pets:

Breed / type

Council registration / number

1.	
2.	

19. Are you a smoker (please tick)

Yes

No

### I. PAYMENT DETAILS

#### PROPERTY DETAIL

\$  Per week

DEPOSIT BOND (2 WEEKS)  
FIRST2 WKS PAYMENT IN ADVANCE

 \$

SUB – TOTAL

 \$

LESS: DEDUCT RESERVATION FEE (see below)

 \$

AMOUNT PAYABLE ON SIGNING  
Boarding House Agreement

 \$

For security and insurance reasons, Elders Real Estate Blacktown has a cash free policy. **NO CASH ACCEPTED.** Please ensure the amount payable upon signing the Residential Tenancy Agreement is made in the form of CREDIT CARD, BANK CHEQUE, MONEY ORDER.

### J. RESERVATION

Complete this section if you wish to reserve the property for the period of time:-  
RESERVATION FEE                      RESERVATION PERIOD

 \$

DAYS

The landlord's Agent undertakes:-

The premises will not be let during the reservation period, pending the Agreement of the Residential Tenancy Agreement.

The whole fee will be refunded if the landlord does not decide to enter into a residential Tenancy Agreement for the premises for the reservation period.

The whole fee will be refunded if the landlord does not carry out (during the reservation period) repairs or other work on which it is a condition to enter into a residential Tenancy Agreement

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.

If a residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature

Date

X

### 100 POINTS OF IDENTIFICATION MUST HAVE \*

PASSPORT/ DRIVERS LICENCE	30 POINTS EACH *
TENANCY LEDGER/ COPY OF LEASE	20 POINTS
PREVIOUS (4) RENT RECEIPTS	20 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE/GAS/ELECTRICITY ACCT	15 POINTS
BANK CARD/VISA/MASTER CARD	15 POINT
PENSION CARD/HEALTH CARE CARD	15 POINTS
COUNCIL/WATER RATES	15 POINTS
PAYSLIP/ GROUP CERTIFICATE	15 POINTS *

**K. PERSONAL DETAILS (CONTINUED FROM SECTION C)**

21. Has your tenancy ever been terminated by a landlord or agent?

Yes  No

If yes, please provide details.


22. Have you ever been refused a property by a landlord or agent?

Yes  No

If yes, please provide details.


23. Are you in debt to another landlord or agent?

Yes  No

If yes, please provide details.


24. Have any deductions ever been made from your rental bond?

Yes  No

If yes, please provide details.


25. Is there any reason known to you that will affect your future rental payment?

Yes  No

If yes, please provide details.


I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

Signature

Date

X
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**PLEASE NOTE: ALL UNSUCCESSFUL APPLICATIONS WILL BE SHREDDED AND DESTROYED.**

**L. OFFICE USE ONLY**

RENT	\$
BOND	\$
OTHER	\$
TOTAL	\$
LESS DEPOSIT	\$
OWING	\$

Employment details confirmed Yes  No

Previous rental history confirmed Yes  No

100 points checklist passed Yes  No

Landlord / agent contacted Yes  No

Accepted

Rejected

TICA checked Details- Attached print outs Yes  No

RP Date checked Details- Attached print outs  Yes  No

Results  No information found

Comments:
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Information found

Comments:
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**L. DECLARATION**

Elders Real Estate Blacktown are committed to respecting the privacy of the personal information it collects to carry on its business; and to complying with the national Privacy Principles set out in the privacy act 1988 (Cth) (the privacy act). This policy sets out Elders Real Estate Blacktown commitment to compliance and details how that commitment is to be carried out. Elders Real Estate Blacktown collects personal information from its clients for the purpose of carrying out its function and activities as Estate agents and Property managers. Any information we collect about you will be made available to you at your request. This information collected in this Tenancy Application form is required to assess your suitability to lease the premises. To do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National tenancy Database Pty Ltd ("NTD"). NTD must also comply with the privacy Act. NTD collects personal information to provide to its members and other (including licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through licensed Estate Agent members of NTD. NTD also provides credit information on companies and directors applying for commercial leases. Elders Real Estate Blacktown will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Elders Real Estate Blacktown has handled your personal information, please contact us by writing to Elders Real Estate Blacktown, Shop 3, No. 1 Cnr. Blacktown Road & Aldgate Street, (Prospect Village), Prospect NSW 2148; or by phoning 02 9631 8222 or email [rentals@eldersblacktown.com.au](mailto:rentals@eldersblacktown.com.au) If section 5 is complete I consent to Fast Connect arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither Direct Connect nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Direct Connect will be paid a fee by the service provider and will be paying a fee to the agent in respect of the provision of the service being provided to me by Fast Connect.

**PRIVACY POLICY:** the privacy of our customers is of vital importance to Direct Connect. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purpose of connecting the nominated utility service, unless required to do so under law or government order.

Signature

Date

X
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**NOTE:** identification is required for us to process the application. Please provide a **drivers license** or **passport** or other information which can provide name and current address

## **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.

Member Name: Silver Realty Pty Limited Trading as Elders Real Estate Blacktown

Address: Shop 3, 1 Aldgate St, Prospect NSW 2148 Ph: 02 9631 8222 Fax: 02 9636 6919

Email: [rentals@eldersblacktown.com.au](mailto:rentals@eldersblacktown.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 is 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 and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your 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 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 and affiliated industries.
- 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.

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 the TICA Group may collect personal information about you, the following information about the TICA Group 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. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 the TICA Group property 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 minutes including GST (higher from mobile or pay phone)

Mail: TICA public Inquiry P O Box 120, Concord NSW 2134 a fee of \$14.30

### **PRIMARY PURPOSE**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### **FURTHER INFORMATION ABOUT TICA**

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_