



APPLICATION FOR TENANCY

To be completed by ALL persons over the age of 18 intending to live at the property.

The application cannot be processed unless the following information is provided:

- Drivers licence** – if you do not have a Drivers Licence you must produce other official documents such as a passport, birth certificate or photo identification.
- Tenancy reference** – a tenancy lodger and a reference from your most current landlord together with any information from previous landlords. If no lodger is available then copies of at least your last five rent receipts must be provided.
- Proof of income** – Payslips and/or bank statements showing your income, Centrelink statement. An employer reference/letter confirming employment details.
If you are self-employed, documentation is required to support your business ownership i.e. copy of the business registration certificate and ABN, bank statements, letter of confirmation from the company accountant.
- Proof of address** – copies of telephone account, mobile phone account, electricity account, bank and/or credit card account and motor vehicle registration papers.
- Home owners** – If your current or last address was your own home you will need to provide mortgage documents or certificate of title and/or bank statements detailing mortgage payments. Reference from a selling agent and or solicitor is also very helpful.

Please note that incomplete documentation may result in your application not being processed.

Century 21 Central Mountains is committed to maintaining your privacy and in order for us to process your application certain information must be obtained and confirmed. The authority for us to obtain this information follows the application form. If you do not consent to us obtaining this information we will be unable to process your application – so please ensure that you signed and date the consent form.

Applications are processing as quickly as possible – yet the time taken to approve your application will depend upon demand and upon the time taken for your referees, employer and previous landlords/agents to confirm the details of your application.

Century 21 Central Mountains accepts rental payments by either bank cheque, money order or via Century 21 Easypay. Upon approval of this application, all initial monies must be paid in full upon signing the tenancy agreement by way of bank cheque or money order – preferably within 24 hours of approval, at which time bank account details will need to be provided for registration with Century 21 Easypay.

The Village, 192 Great Western Highway, Hazelbrook NSW 2779

Tel: (02) 47589444

Fax: (02) 47589455

Website: www.century21.com.au/hazelbrook

Email: century21hazelbrook@century21.com.au



Tenancy Application Form

How Did You Find Out About This Property?	<input type="checkbox"/> Penrith Press	<input type="checkbox"/> Internet	<input type="checkbox"/> Front window display
	<input type="checkbox"/> Walk in one of our offices	<input type="checkbox"/> Referral	<input type="checkbox"/> Signs
	<input type="checkbox"/> Other.....		
		
Rental Property	Address		
Tenancy Requirements	Proposed Commencement Date.....		Proposed Length of Tenancy.....
		
Applicant's Full Name and Address	Name		
	Address		
Applicant's Contact Details	t (Home)		t (Work)
	t (Mobile)		E-Mail
Personal Details	Drivers Licence Expiry Date		Passport Expiry Date
	Date of Birth		Rego:
	Drivers Licence No.		Passport No.
	Number of Vehicles to be parked at property:		What type of Vehicles are to be parked at property:

Current Residence Details	Current Rent / Mortgage \$		How long have you lived there?
	Agent/Landlord		FROM: TO:
	Why are you leaving?		Phone Numbers:
Previous Address	Address		
	Rent \$		How long did you live there?
	Agent/Landlord		FROM: TO:
	Why did you leave?		t (Business)
Employment	Current Employer 'Company Name':		
		
	Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Self-Employed <input type="checkbox"/>		
	Contact Name		Your Position

	Income \$..... Nett Per Week.		Work Address
.....		
Length of employment		Employer Phone Number:	
Occupancy Details	Total number of Occupants who will live in this property		Pets? YES/NO
	Number of children (if any) Ages of children		Type
		Indoor / Outdoor / Indoor & Outdoor
Emergency Contact Details	Name		
	Address		
	Relationship		Work: Home:
	Mobile:		Email:

Loans	Name of Lender	Amount	Amount Owing
1.			
2.			
Personal/Business	Name	Occupation	(Work)
References (not relatives)			
1			
2			
3			

TENANCY PRIVACY STATEMENT

Please sign and date this privacy statement for your application to be processed

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancy Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond. I declare that all information contained in this application 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 details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 7 days to process.
2. All applicants over the age of 18 must complete an application form.
3. Initial payment of bond, rent and lease fee must be paid upon signing the lease contract by either a BANK CHEQUE OR MONEY ORDER.
4. The application hereby agrees to a reference check being carried out by the National Tenancy Database and TICA.
5. The applicant acknowledges that the property is in a reasonable clean condition and in good repair.

SUCCESSFUL APPLICATIONS

On acceptance of your application you will be required to sign the lease within 24 hours and pay the bond, rent in advance and lease fee by BANK CHEQUE OR MONEY ORDER and provide your FULL BANK DETAILS.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised that Century 21 Central Mountains will hold your application for 7 days ONLY before shredding your documentation.

STATEMENT OF COSTS

Rental Bond	\$ _____
Rent in advance (2 weeks)	\$ _____
50% of Residential Tenancy Agreement Preparation Fee	\$15.00
TOTAL	\$ _____

TENANT METHOD OF PAYMENT

The tenant understands that Century 21 Central Mountains accepts payment of rent and invoices by the following methods only:
Bank cheque, Money order from Australia Post
Ezypay Card System - fee structure as follows:

Description	Fee
Service fee - monthly charge, unlimited transactions via internet, phone or auto direct deposit.	\$3.20
Additional fees for following other methods of payment:-	
Bpay Fee - per transaction	\$0.75
Australia Post Fee - per transaction	\$1.90
Credit/debit card - per transaction	1.32% of payment value

SIGNATURE: _____

DATE: _____

Tenant Registration Conditions of Use

These conditions outline our service commitment to you, your rights and responsibilities, and where you should go for assistance.

1. Before you sign

- 1.1 These Conditions of Use apply to all payment services including phone, internet, automatic direct debit, BPAY, or POSTbillpay in-person services ("Services") offered by Conum eCommerce Pty Ltd (ABN 54 088 654 640) trading as Conum Real Estate Services ("we", "us", "our").
- 1.2 These Conditions of Use constitute an agreement between you and us and are separate from any other agreement you may have, including any residential tenancy lease.
- 1.3 We provide the Services, including a payment card, as an optional payment service that is not intended to restrict you from using other methods to pay rent.
- 1.4 You authorise us to debit your nominated bank, building society, credit union account or credit/debit card account ("Account") in accordance with these Conditions of Use.

2. Payment processing

- 2.1 All rent payments are processed through our holding account and deposited into your real estate agent's trust account.
- 2.2 Payments submitted to us for processing:
 - a Before 3.00pm EST/EDT on a business-banking day will be sent to your financial institution for processing at 3.00pm EST/EDT the same day.
 - b After 3.00pm EST/EDT on a business-banking day or on a non-business banking day will be sent to your financial institution for processing at 3.00pm EST/EDT the next business-banking day.
- 2.3 Funds can take up to 3 business-banking days to clear from your Account from the time the payment request is received by your financial institution. You acknowledge that no interest will be payable to you in relation to any monies held by us in the course of processing the payment.
- 2.4 We may refuse to accept or process any transaction which we reasonably believe is or may be invalid or fraudulent. You can view a full description of invalid transactions in the Conditions of Use on our website.

3. Your responsibilities

- 3.1 It is your responsibility to:
 - a Ensure that information you provide is correct and current.
 - b Ensure that your financial institution allows payments to be processed from your Account via Direct Debit Request ("DDR").
 - c Ensure you have sufficient available funds in your Account.
 - d Keep your PIN private and confidential. We are in no way liable to indemnify or compensate you for any loss or damage you may incur for any payment processed with your card or card number where the current account details, PIN or password are provided, as we will assume that the access is by, or authorised by, you.
 - e Contact us immediately if your card is lost or stolen. If you are issued with a replacement card or card number these Conditions of Use continue to apply.
 - f Make any unprocessed rental payment to your real estate agent. We are not liable for any loss or damage you suffer because of any breach of your lease or otherwise.
- 3.2 You will indemnify us on demand against all losses, expenses, and damages we suffer or may likely to suffer as a result of or arising (whether directly or indirectly) out of:
 - a your failure to observe any of your obligations or duties under these Conditions of Use.
 - b a credit card issuer or other institution imposing fees, fines, penalties on us as a direct or indirect result of your act, error, neglect, omission or default.
 - c any dispute between you and a third party.
 - d any invalid transaction, otherwise than as a direct or indirect result of our act, error, neglect, omission or default.

3.3 Nothing in these Conditions of Use:

- a excludes, restricts or modifies or purports to have the effect of excluding, restricting or modifying any condition that is implied by the Fair Trading Act (Vic) or the Trade Practices Act (Cmth) or our liability under any such condition, including our obligation to provide our services with due care and skill.
- b gives rise to any liability on your part or qualify our liability in circumstances where we are in breach of these Conditions of Use, including any conditions implied by Fair Trading Act (Vic) or the Trade Practices Act (Cmth) or our obligation to provide our services with due care and skill.

4. Fees

- 4.1 You will pay the following fees and charges quoted including GST.
 - a Default Bank Account Registration: For payments where your registered default payment is by bank, building society or credit union account, a fixed monthly fee of \$3.20 ("Monthly Fee"), payable quarterly (ie \$9.60) in advance. The first quarterly fee will be debited from your account the day after your card is activated. The following additional charges will apply per payment:

- If the payment is by credit/debit card, a Convenience Fee of 1.32% of the payment value;
- If the payment is by BPAY (bank account only), a Convenience Fee of \$0.75;
- If the payment is by POSTbillpay in-person (EFTPOS, cash or cheque only), a Convenience Fee of \$1.90.

b Default Credit/Debit Card Registration: For payments where your registered default payment is by credit/debit card, a fee of 1.32% of the payment amount per payment. The following additional charges will apply per payment:

- If the payment is by BPAY (bank account only), a Convenience Fee of \$1.65;
- If the payment is by POSTbillpay in-person (EFTPOS, cash or cheque only), a Convenience Fee of \$2.75.

c Void Payment Fee of \$5.50 if you request us to void or reverse a payment.

d Statement Fee of \$3.30 if you request us to produce a statement manually.

e Declined Transaction Fee of \$22.00 for Default Bank Account Payments that cannot be processed due to insufficient funds.

f Cancellation Fee of \$5.50 if we terminate the Services according to clause 5.2.

g Fees, fines or penalties we are required to pay to MasterCard, Visa or any other financial institution pursuant to the relevant credit card scheme or payment rules as a direct or indirect result of your act, error, omission, neglect or default, including your failure to observe your obligations under these Conditions of Use.

4.2 Fees for payments made by credit/debit card are payable immediately the payment occurs; fees for payments made by BPAY or POSTbillpay in-person are payable on the first business day (and debited from your account on the second business day) of the month immediately following the month the payment occurs; Void Payment Fees and Statement Fees will be debited the next time a payment is processed on your behalf; Declined Transaction Fees will be debited from your account 14 days after the declined payment. We will send you notice of the declined payment prior to debiting your account.

4.3 If you do not pay us any amounts due by the relevant payment date or within the required payment period, we may recover the amount due to us via direct debit or charge against your nominated account without any further notice to you.

5. Changing or cancelling

5.1 You may terminate the Services any time by contacting us by phone or notifying us in writing. Any necessary paperwork to cancel the Service or change your payment details must be submitted before the change is to be made. Termination of the Services or the change in payment details will occur as soon as practicable after notification. You may also instruct your financial institution to cancel or suspend your DDR. Cancelling the Services is your responsibility even when you vacate your rental property or no longer need the Services. Failure to cancel the Services will result in ongoing fees.

5.2 We may terminate the Services including cancelling your card at any time, with notice to you, if you provide us with incorrect details, dishonour any transactions, or for any other reason.

6. Disputes

6.1 To dispute any payment, contact us immediately. Alternatively, you may contact your financial institution directly.

7. Privacy

7.1 We use the information you provide for the purpose of providing you with the Services. In limited circumstances your information may be disclosed to your real estate agent or landlord, but only when necessary to administer your account.

7.2 We handle your personal information in accordance with our privacy policy. You can view that policy at www.conumrealestate.com.au or request a copy.

8. Variations

8.1 We may change these Conditions of Use, including fees, from time to time, by giving you at least 20 days prior written notice of the change(s). Any changes will also be published on our website.

8.2 If you disagree with any changes to these Conditions of Use, you may stop using the Services by notifying us in writing within the 20 day notice period. Using the Services after the 20 day notice period deems acceptance of the changes.

9. Contact us

Telephone: 1300 307 200 Address: Century 21 Easypay Card
 Facsimile: (02) 9211 0508 C/- Conum Real Estate Services
 PO Box K404, Sydney NSW 1240
 Email: enquiries@easypaycard.com.au
 Website: www.century21.com.au/easypaycard

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