

<b>A. AGENT DETAILS</b>	
<b>Hordern Properties</b>	
<b>Address:</b>	391 Pitt Street, Sydney, NSW, 2000
<b>Phone Number:</b>	02 9267 0308
<b>Fax Number:</b>	02 9267 0881
<b>Email Address:</b>	info@hordernproperties.com.au
<b>B. PROPERTY DETAILS</b>	
1. What is the address of the property you would like to rent?	
<input type="text"/>	
Postcode	
Rental Amount	
<input type="text"/> per week	<input type="text"/> \$ per month
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. How many tenants will occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children <input type="text"/> Ages of Children
<b>C. PERSONAL DETAILS</b>	
5. Please give us your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>
Surname	Given Name/s
<input type="text"/>	
Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>
Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
6. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
7. What is your current address?	
<input type="text"/>	
Postcode	
<input type="text"/>	

<b>8. How did you find out about this property?</b>		
<input type="radio"/> Newspaper	<input type="radio"/> The Internet	<input type="radio"/> Local Paper
<input type="radio"/> Office	<input type="radio"/> Office Window	<input type="radio"/> Sign Board at property
<input type="radio"/> Referral	<input type="radio"/> Other (specify)	

<b>D. UTILITY CONNECTIONS</b>	
<b>YourPorter</b>	
Connections, powered by <b>iSelect</b>	Telephone: 1300 400 600 Fax: 1300 326 468 www.yourporter.com.au
YourPorter is a <b>FREE</b> service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas <input type="checkbox"/> Internet
<input type="checkbox"/> Telephone	<input type="checkbox"/> Pay TV <input type="checkbox"/> Health
<input type="checkbox"/> Car	<input type="checkbox"/> Home & Contents
<input type="checkbox"/> Life	<input type="checkbox"/> Home Loans
<b>DECLARATION AND ACCEPTANCE:</b>	
I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.	
I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).	
I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/ We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at <a href="http://www.yourporter.com.au/general/privacy-policy/">www.yourporter.com.au/general/privacy-policy/</a> and <a href="http://www.iselect.com.au/privacy-policy/">http://www.iselect.com.au/privacy-policy/</a> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).	
I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.	
Signature of The Applicant	Date
<input type="text"/> X	<input type="text"/> / /
<b>E. DECLARATION</b>	
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.	
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 and employer/s	
(c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;	
I am aware that I may access my personal information by contacting;	
NTD: 1300 563 826	
TICA: 1902 220 346	
TRA: (02) 9363 9244	
If I default under the 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 tradespeople or equivalent organisations to contact me	
(d) lodge/claim/transfer to/from a Bond Authority	
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
(f) refer to collection agents/lawyers (where applicable)	
(g) complete a credit check with NTD (National Tenancies Database)	
(h) transfer water account into my name	
I am aware that if the 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.	
Signature of The Applicant	Date
<input type="text"/> X	<input type="text"/> / /

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

Years	Months
-------	--------

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

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
**12. What was your previous residential address?**


Postcode

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

Years	Months
-------	--------

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY****15. 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 student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. 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.

**I. OTHER INFORMATION****19. Car Registration**

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

Breed/type

Council registration / number

1.	
2.	

**J. PAYMENT DETAILS****Property Rental**
 \$ per week

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$

Less: Holding deposit (see below)

 \$
**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**
 \$
**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period  
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent**

**Date**

**Signature of Applicant**

**Date**

# **CHECKLIST FOR RESIDENTIAL TENANCY APPLICANTS**

**Each applicant must complete an application form and provide the following documentation.  
The more documentation provided will be beneficial for a successful application.**

**OFFICE USE  
(Tick when  
received)**

<p><b><u>PHOTOGRAPHIC IDENTIFICATION</u></b></p> <ul style="list-style-type: none"><li>• CURRENT DRIVERS LICENSE <span style="float: right;">AND/OR</span></li><li>• CURRENT PASSPORT &amp; VISA <span style="float: right;">AND/OR</span></li><li>• CURRENT PHOTO ID E.G STUDENT CARD</li></ul> <p style="text-align: center;"><b>AND</b></p> <p><b><u>PROOF OF INCOME/ STABILITY IN EMPLOYMENT/STUDY</u></b></p> <ul style="list-style-type: none"><li>• CURRENT BANK STATEMENT <span style="float: right;">AND/OR</span></li><li>• PAYSLEIPS <span style="float: right;">AND/OR</span></li><li>• EMPLOYMENT REFERENCES <span style="float: right;">AND/OR</span></li><li>• LETTER OF APPOINTMENT <span style="float: right;">AND/OR</span></li><li>• IF SELF EMPLOYED- COPY OF LAST TAX RETURN OR CERTIFICATE OF REGISTRATION OF COMPANY <span style="float: right;">AND/OR</span></li><li>• IF STUDYING- C.O.E (Confirmation of Enrollment) <span style="float: right;">AND/OR</span></li><li>• GUARANTOR LETTER</li></ul> <p style="text-align: center;"><b>AND</b></p> <p><b><u>PROOF OF RESIDENCY/REFERENCES</u></b></p> <ul style="list-style-type: none"><li>• IF CURRENTLY/PREVIOUSLY RENTED<ul style="list-style-type: none"><li>- COPY OF RENTAL LEDGER (CAN BE OBTAINED FROM REAL ESTATE AGENT)</li><li>- 3 MOST RECENT RENT RECEIPTS</li><li>- CONTACT DETAILS OF REAL ESTATE AGENT <span style="float: right;">AND/OR</span></li></ul></li><li>• IF HOME OWNER- COPY OF A COUNCIL/WATER/STRATA RATE</li><li>• PERSONAL REFERENCES</li></ul>	
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THANK YOU FOR YOUR ASSISTANCE  
PROPERTY MANAGEMENT DEPT.

# HORDERN PROPERTIES

## DIRECT DEBIT REQUEST (DDR)

I/We request **HORDERN PROPERTIES P/L (User ID #186174)** to arrange for funds to be debited from the nominated account at the financial institution shown below according to the specified schedule.

Tenants Name	<input type="text"/>
Property Address	<input type="text"/>
Name of Financial Institution	<input type="text"/>
Branch	<input type="text"/>
BSB No.	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account No.	<input type="text"/>
Account Name	<input type="text"/>
Commencing	Immediately / on <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Please debit \$ _____ from the above account each:	Week <input type="checkbox"/> Fortnight <input type="checkbox"/> Month <input type="checkbox"/>

Signature(s) \_\_\_\_\_  
(If debiting from a joint bank account, both signatures are required)

Date   -   -

### CUSTOMER DIRECT DEBIT REQUEST SERVICE AGREEMENT

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between **Hordern Properties Pty Ltd (User ID # 186174)** and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

#### Initial Terms of the Arrangement

In terms of the Direct Debit request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for the purpose of rents or any charges incurred in relation to your residence as agreed.

#### Drawing Arrangements

- The first drawing under this Direct Debit Request arrangement will occur immediately.
- If any drawing falls on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice when changes to the initial terms of the arrangement are made. This notice will state applicable changes that may include the new amount, frequency or next drawing. It may also have any other changes to the initial terms.
- If you wish to discuss any changes to the initial term, you are welcome to contact us during working hours at (02) 9267 0308 or email us on [info@hordernproperties.com.au](mailto:info@hordernproperties.com.au)

#### Changes to the Arrangement

If you want to make changes to the drawing arrangements, kindly contact us at least 7 days prior to your next scheduled drawing and put those changes in writing so we can amend our records. These changes may include:

- Deferring the drawing; or
- Altering the schedule; or
- Stopping an individual debit; or
- Suspending the DDR; or
- Cancelling the DDR completely

#### Enquires

Direct all enquires to us, rather than to your financial institution and these should be made at least 7 working days prior to the next scheduled drawing date. All communication addressed to us should include your address and customer identification. All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

#### Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting our office immediately.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
  - Within 7 business days (for claims lodged within 12 months of the dispute drawing); or
  - Within 30 business days (for claims lodged more than 12 months after the dispute or drawing)
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: your financial institution will ask you to contact us to resolve your dispute drawing prior to involving them.

It is your responsibility to ensure that:

Your nominated account can accept direct debits (your financial institution can confirm this); and

- On the drawing date there is sufficient cleared funds in the nominated account; and
- You advise us if the nominated account is transferred or closed

If your drawing is returned or dishonoured by your financial institution, a transaction fee of \$10.00 in respect of the above will be added to your current outstanding amount. We will contact you immediately to notify you of the dishonoured payment and you will be required to pay the outstanding amount immediately