

Tenancy Application Form

Please read prior to completing your application.

- The application must be accompanied by relevant supporting documentation.
- If there is more than one applicant, a separate application form is required for each additional person
- If you are approved you will be required to pay a bond and minimum of two weeks rent in advance

IMPORTANT: This application will not be processed unless it is filled out completely with copies of supporting documents attached

We require you to attach the below Proof documents as well as the 100 points of ID:

- Proof of rental history: Last four rental receipts or printout of tenancy history (ledger)
- Proof of current address: Utility statements (no greater than six months old) or Council rates notice
- Proof of income: 3 previous pay slips, income statement, bank statement or if self-employed - tax returns and business registration
- References: Minimum - one ledger from the previous agent or landlord and one ledger from the current agent or landlord; and/or confirmation of employment

70 Points

- Birth Certificate
- Citizenship Certificate
- Current Passport

40 Points

- Drivers Licence
- Photo Card
- Identification card
- Veteran Affairs Card

35 Points

- Council rates notice
- Reference from current/previous employer (within last two years)

25 Points

- Medicare card
- Utility accounts
- Lease agreement
- Rent receipts/ledger
- Bank Statement

If you are not be able to meet the 100 check points, please phone our property management team on 4782 1888

Deposit & Initial Payments

In accordance of section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the holding fee referred to in this application for tenancy form is subject to the following conditions;

1. The applicant is required to pay a holding fee equivalent to one weeks rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the holding period pending the execution of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the holding period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the holding period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

PROPERTY DETAILS

Address (Preference 1) Rent p/w
Address (Preference 2) Rent p/w
Address (Preference 3) Rent p/w

Have you inspected the above properties? Yes No

Commencement Date Lease Term 6 months 12 months Other

Occupancy Details No. Adults No. & Age of Dependants

Other Applicants Names

Pet Details (if app) No. Pets Breed & Age

PERSONAL DETAILS

Full Legal Name
Date of Birth Mobile Home
Email Address

RENTAL HISTORY

Current Property

Full Address
Occupancy Type Private Rental Real Estate Home Owner Other
Length at Address Years/Months Rent/Mortgage p/w
Contact/Agent Name Contact No.
Reason for Leaving

Previous Property

Full Address
Occupancy Type Private Rental Real Estate Home Owner Other
Length at Address Years/Months Rent/Mortgage p/w
Contact Name Contact No.
Reason for Leaving



TENANCY APPLICATION FORM

INCOME/EMPLOYMENT DETAILS

Current Occupation

Employer/Company ABN

Contact Name Contact No.

Type of Employment Casual Part Time Full Time Other Weekly Income

Length of Employment

Previous Occupation

Employer/Company ABN

Contact Name Contact No.

Type of Employment Casual Part Time Full Time Other Weekly Income

Length of Employment

CENTRELINK DETAILS

Payment Type

CRN \$ f/n

SELF-EMPLOYMENT DETAILS

Company Name

Business Type ABN/ACN

Accountant Name Contact No.

Length of Operation Approx Income p/w

PERSONAL/BUSINESS REFERENCES

Contact Name Relationship Contact No

Contact Name Relationship Contact No

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Contact Name Relationship Contact No

Contact Name Relationship Contact No

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 Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TRA & TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

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, TICA Assist Pty Ltd & TRA to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- TRA & TICA Database Criminal Checks
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TRA & TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

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, Credit Providers and related persons to permit them to contact or locate you.
- TRA & 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 Australian 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 proof 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 minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

Declaration

I hereby offer to rent the property, in its current condition, 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 details of my credit worthiness from, the owner or Agent of my current or previous residence(s), my personal referees, any record, listing or database of defaults by tenants and criminal checks. 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, this may include a tenancy database.

Name Signature Date

Witness Name Signature Date