



Residential Tenancy Application

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PROPERTY: _____

RENT PW: \$ _____ TERM OF LEASE: 6 MONTH 12 MONTHS

PROPOSED START DATE: _____

NUMBER OF OCCUPANTS: Adults _____ Children _____ Ages of Children _____

PETS: YES NO - TYPE OF ANIMAL AND AGE: _____

TYPE OF VEHICLE: _____ REGISTRATION: _____

DO YOU OWN A LAWN MOWER: YES NO SMOKER: YES NO

Applicant

FULL NAME: _____ DATE OF BIRTH: ____/____/____

DRIVER LICENCE NUMBER: _____ PHONE: _____ WORK: _____

MOBILE: _____ EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____ PHONE: _____

RELATIONSHIP TO CONTACT: _____

Current Address

ADDRESS: _____

LANDLORD/AGENT/PARENT: _____ PHONE: _____

PERIOD OCCUPIED: _____ RENT PAID: \$ _____

REASON FOR VACATING: _____

Previous Address

ADDRESS: _____

LANDLORD/AGENT/PARENT: _____ PHONE: _____

PERIOD OCCUPIED: _____ RENT PAID: \$ _____

REASON FOR VACATING: _____

Employment

OCCUPATION: _____ INCOME: \$ _____ PW/PF

EMPLOYER NAME: _____ PHONE: _____

EMPLOYER ADDRESS: _____ PERIOD EMPLOYED: _____

PREVIOUS EMPLOYER: _____ PERIOD EMPLOYED: _____

References

PERSONAL REFERENCES: 1. _____ PHONE: _____

2. _____ PHONE: _____



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Note

1. Incomplete/Incorrect or false information may lead to the rejection of the application.
2. The owner reserves the right to accept more than one application for a rental property.
3. This office uses the Tenants Information Centre (TICA)
4. All rent and bond must be paid before keys are made available.
5. The applicant consents to their personal information being used and disclosed as specified in the attached Privacy Statement.

Holding Fee

1. The Applicant agrees to pay a holding fee of one weeks rent if approved by the Landlord
2. If the Applicant decides not to take the premises after the Landlord accepts this application then the Applicant will forfeit the entire holding fee
3. If the Applicant pays the holding fee this will be put towards the ingoing costs

AGENT SIGNATURE: _____ DATE: ____/____/____

APPLICANT SIGNATURE: _____ DATE: ____/____/____

Ingoing Costs

BOND = FOUR WEEKS RENT - \$ _____
FIRST TWO WEEKS RENT - \$ _____
TOTAL PAYABLE - \$ _____

- *Initial payment must be made in cash or Bank cheque at the time you sign the lease.*

Important Notice

Before any application will be processed, each applicant must supply **AT LEAST 1** of the following in each group from A – C and **AT LEAST 1** in either group D or E:

- | | |
|---|--|
| <p>A.</p> <ul style="list-style-type: none"> - Drivers Licence - Passport - Copy of birth certificate <p>B.</p> <ul style="list-style-type: none"> - Copy of utility bill - Electricity account - Telephone/Mobile - Bank or Credit Card Account <p>C.</p> <ul style="list-style-type: none"> - Current payslip - Centrelink Income Statement - Bank Statement | <p>D. <i>If you own your property</i></p> <ul style="list-style-type: none"> - Rates bill - Certificate of title - Insurance details <p>E. <i>If you rent a property</i></p> <ul style="list-style-type: none"> - Current Rent receipt - Current Rent ledger - Current Copy of lease |
|---|--|



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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 TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member Name: _____
Address: _____
Ph: _____ Fax: _____
Email: _____

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 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 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 need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide 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.



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TICA Statement

As TICA may collect personal information about you, the following information about TICA 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. 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 TICA Default Tenancy Control Pty Ltd 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)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

TICA Information

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

Signed by the Applicant/s

Signature

Print Name

Signature

Print Name

Date: / /

Witnessed