

TENANT APPLICATION INFORMATION

Applications can not be processed until all information is supplied.

Photo Identification.

Applications must be accompanied by suitable photo identification.

Supporting Documents.

Your application needs to include supporting documentation such as proof of income, bank statements and previous rental history documents. Applications will not be processed unless 100 points can be verified

100 Point Check

50 Points Previous Rent Ledgers	30 Points Passport
40 Points Drivers License	20 Points Letter From Previous Agent
30 Points Photo Identification	10 Points Current Vehicle Registration Papers
10 Points Birth Certificate	20 Points Utilities Account (Telstra,Energex)
10 Points Other ID (Medicare,Health)	20 Points Bank Statement

Do you have a proven rental history?

If you have rented from a Real Estate Agent then your rental history can be proven. Not only can they prove where you have been living and supply an unbiased reference but they can also provide a copy of your rental history ledger. If you have rented from a Real Estate Agent for the past 2 years then this office will require a completed tenancy application, your rent ledgers plus the balance of 50 points outlined above.

Have you not rented from a Real Estate Agent?

Perhaps you have never rented before, owned your own property, rented privately, or been under a shared tenancy arrangement or another situation. In this instance, the owner of the property will consider each application on its merits and on the application determine whether you are a suitable tenant for their property. It is important to supply AS MUCH INFORMATION as possible and for all contact details be provided in the application.

If you have not rented from a Real Estate Agent then we require 100 points as outlined above. If you cannot meet the 100 point check then please contact our office to discuss this matter.

Before lodging your application please ensure:

- Application is clear and legible
- All necessary phone & contact numbers (including fax numbers) are provided
- Application is signed (in three places) including Privacy Act Statement
- All supporting information is supplied

THE FOLLOWING IS TO BE INCLUDED WITH ALL APPLICATIONS

- PHOTO IDENTIFICATION
- PAYSLIP
- COPY OF CURRENT BANK STATEMENT

Depending on the standard of the application and whether or not you have rented from a Real Estate Agent you may well need more information

Processing your application:

In most cases an application will be processed within 24 hours however it can take longer if we are unable to confirm any of the details entered on your application.

Approval of an application:

If you are approved you will be required to pay a holding deposit of one weeks rent which will be deducted from the total sum to be paid on signing the lease. This deposit is non-refundable and is accepted under the terms and conditions of the proposed lease. Please note that this must be paid in cleared funds (credit card, cash, money order). The property will not be secured for you until this deposit is paid and any delay in lodging the deposit may result in the property being given to another applicant.

TICA PRIVACY STATEMENT FOR TENANTS

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation.

This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application.

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenants history and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$4.50 p.m. including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

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 can not process your application.

Member Name: Kingscliff Sales and Rentals
Address: 108 Marine Pde, Kingscliff
Phone: 0266745888 Fax 0266745800
Email: info@salesandrentals.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 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.

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 \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 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.

Further Information About TICA

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 \$ 4.50 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

____/____/____
Date

By signing this the tenant/applicant also acknowledges reading the information over (TICA Privacy Statement)

Application for Tenancy

Property Address _____ Rent\$ _____ .00pw

APPLICANT'S DETAILS:

Full Name(s) Surname _____ Given Name(s) _____
Address: _____
Phone (H) _____ (W) _____ (M) _____ (email) _____
E-mail _____ @ _____ Adults (18+ yrs) to occupy premises _____
Date of Birth ___/___/___ Marital Status: _____ Children _____ Ages _____
Emergency Contact: Name: _____ Phone _____ Relationship: _____
Do you intend keeping animals? (Yes/No). If Yes, state Number _____ Inside/Outside animals? _____
Type/Breed _____ Are you a smoker? Yes/ No (Inside/ Outside/ Both/ Neither) _____
Driver's Licence No. _____ State _____ Passport Number _____
Car Make _____ Model _____ Year _____ Registration _____ State _____
Total Intended number of vehicles to be at this property if application accepted: Car/s _____ Trailer/s _____ Motorbike/s _____
Do you intend on taking in a sharer or boarder to assist with rent payments? YES/NO. If Yes, state number of others _____

EMPLOYMENT DETAILS:

Are you currently employed? YES/ NO _____ If no, then please provide proof of how you intend to meet rental payments
Occupation: _____ Employer's Name _____
Address _____ Tel. No. _____
How long there? _____ Full Time/Part Time/Other _____ Name of Contact / Position _____
Income (wages or salary) \$ _____ pw
Benefits (eg pension, govt allowances) \$ _____ pw
Other Income _____ \$ _____ pw (Please state where from) _____
Total Income Per Week \$ _____ pw

Previous Employer _____ Position held: _____ From _____ To _____
Contact _____ Phone _____ Position of Contact _____
Previous Employer _____ Position held: _____ From _____ To _____
Contact _____ Phone _____ Position of Contact _____
Previous Employer _____ Position held: _____ From _____ To _____

Assets

Cash in bank \$ _____ **Proof Required**
Property \$ _____ **Rates Notice Required**
Investments \$ _____ What type- Please comment below

RENTAL/ CHARACTER REFERENCES: These are to be persons only either involved in community (someone who has a public position or known to the community position eg Post Office employed, Real Estate Agent employed, Government worker, Public service employer or if you are a local person then someone who this office may know either through business or personally who can vouch that you are able to pay the rent. Please no relatives or "friends". If unsure of this section then contact our office before completing.

Reference 1. _____ Ph _____, _____ No. of Years known _____
Employment Position/Relationship _____ PERSONAL or BUSINESS contact (please select)
Company they work for _____ Town or city they work _____

Reference 2. _____ Ph _____, _____ No. of Years known _____
Employment Position/Relationship _____ PERSONAL or BUSINESS contact (please select)
Company they work for _____ Town or city they work _____

Reference 3. _____ Ph _____, _____ No. of Years known _____
Employment Position/Relationship _____ PERSONAL or BUSINESS contact (please select)
Company they work for _____ Town or city they work _____

Kingscliff Sales and Rentals

108 Marine Pde Kingscliff NSW 2487
Ph 02 66 745 888 Fax 02 66 745 800
Email: info@salesandrentals.com.au

FULL PRIOR LANDLORDS AND AGENTS DETAILS ARE REQUIRED

TENANCY HISTORY (Last 4 years) APPLICANT'S NAME _____

Please indicate Rental History Status for last 5 years (may be one or more of the following).

- Rented through Real Estate
- Rented Privately
- Owned Own Home
- Shared Tenancy (other tenant had lease with Real Estate)
- Shared Tenancy (Private Rental)
- Stayed with family
- Never Rented
- Other _____

Current Address _____

Agent/Private Owner _____

If Agent, Property Manager: _____ Was lease in your name? YES/NO _____ Other adults in property _____
 Ph. _____ Fax _____ Rent p/w \$ _____ .00 From ____/____/____ to ____/____/____

Previous Address _____

Agent/Private Owner _____

If Agent, Property Manager: _____ Was lease in your name? YES/NO _____ Other adults in property _____
 Ph. _____ Fax _____ Rent p/w \$ _____ .00 From ____/____/____ to ____/____/____

Previous Address _____

Agent/Private Owner _____

If Agent, Property Manager: _____ Was lease in your name? YES/NO _____ Other adults in property _____
 Ph. _____ Fax _____ Rent p/w \$ _____ .00 From ____/____/____ to ____/____/____

1. Rental History

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Have you EVER been ever evicted by any landlord or agent? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are you in debt to another landlord or agent? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Is there any reason known to you that would effect your rental payment? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Are you aware that you may or are listed on a tenant default database? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to the above, then state any details _____

2. Have your **ever** been served with a Termination Notice, or a notice to comply? YES NO
 If YES to the above, then please provide details. _____

3. If this application is accepted, can you guarantee that your rent will always be paid on time and in advance? YES NO

4. Any other information to support your application: _____

HOLDING DEPOSIT & PRIVACY ACT

Reservation of Premises:

1. Subject to the acceptance of this application and in consideration of payment ONE WEEKS RENT the applicant wishes to reserve the premises until the lease is signed (max 21 days), subject to the terms and conditions as set out in this application and any Residential Tenancy Agreement made following this application. This form acts as acknowledgement of this application and the receipt of monies.
2. Should the owner accept this application, the reservation fee will be credited towards the rent, however, should the application be refused, then the fee will be fully refunded to the applicant.
3. If the applicant advised that they do not wish to proceed with the application, then the owner may keep a percentage of the fee as being equal to the pro rata amount of rent that would have been payable during the reservation period.
4. It is acknowledged that during the reservation period, no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

The applicant acknowledges that:

- A) The information supplied in this application is true and correct and on this basis, the owner is entering into the Residential Tenancy Agreement/
- B) The applicant is not bankrupt or insolvent
- C) The premises have been inspected by the applicant
- D) The applicant accepts the current state, condition and cleanliness of the property.
- E) You have the applicants authority as agent, to conduct an inquiry with Tenancy Information Centre Australia P/L, and any other searches which you may deem necessary that may verify the information provided. I/ We do solemnly and sincerely declare that the above information is true and correct and has been supplied to you to assist in the assessment of my/ our application. If approved and the tenant defaults with this office their personal information could be listed on a tenant database.
- F) Under the Privacy Act 1998 you have our authority to collect, use and process information from this application to verify the potential tenants identity and to process and evaluate the application and disclose to the owner of the property the suitability of the application then to manage the tenancy if approved. If this information is not provided in full then we not be able to process the application

PROPOSED LEASE TERM AND COMMENCEMENT DATE

NOTICE: Section 42A of the Property, Stock and Business Agent 1941 provides that an application to review a statement of claim or itemised account may be made to the Director General of the Department of Fair Trading, within 28 days after the statement of claim or itemised account is served on you.

TENANCY TERMS: Period: _____ months, commencing _____ Paying rent of \$ _____ p/w.

NOTE: IF APPLICATION IS ACCEPTED YOU WILL BE REQUIRED TO PAY A HOLDING DEPOSIT OF ONE WEEKS RENT HOWEVER THE PROPERTY WILL BE NOT REMOVED FROM RENTAL LIST UNTIL THIS DEPOSIT IS RECEIPTED. ANY DELAY IN PAYING A HOLDING DEPOSIT MAY RESULT IN ANOTHER APPLICANT BEING ACCEPTED.

Initial payment Rent 2 weeks' in advance \$ _____ .00
 Rental Bond \$ _____ .00
Total payable on signing of lease: \$ _____ .00

Please insert any special requests/ offers/ requirements/ maintenance requests here pertaining to conditions of taking property

Signed by : _____
 Applicant _____ Date: ____/____/____

Agent _____ **Kingscliff Sales and Rentals**
 David Preston Real Estate Pty Ltd