

APPLICATION FOR TENANCY

PROPERTY ADDRESS _____

THIS APPLICATION IS MADE ON THE _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

- ✓ I/We wish to apply to rent the above property for a period of _____ months commencing on _____
- ✓ I/We agree that the rent is \$_____ per week/fortnight/month and that the rental bond is \$_____
- ✓ I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
- ✓ I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
- ✓ I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
- ✓ I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- ✓ I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.
- ✓ I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above
- ✓ I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
- ✓ I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
- ✓ I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agents Signature

Ray White Rural Moree
157 Balo Street
Moree NSW 2400
Ph: 02 6751 1133

Property Manager: Jacqueline Cross
Email: jackie.moree@raywhite.com
Fax: 02 6751 1144

APPLICANTS NAME

SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ PASSPORT _____
STATE _____ LAST SUBURB _____

APPLICANTS CONTACT NUMBERS and EMAIL

(H.) _____ (W.) _____ (M.) _____
Email: _____

VEHICLE

TYPE _____
REGO _____ OWNED or FINANCED _____

NUMBER OF OCCUPANTS

Adults _____ Children _____ Ages _____

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ INCOME \$ _____ CONTACT _____
PERIOD OF EMPLOYMENT _____

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ INCOME \$ _____ CONTACT _____
PERIOD OF EMPLOYMENT _____

OTHER INCOME

ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____

PETS

PETS OWNED _____ BREED _____
REGISTERED _____

PRESENT ADDRESS

AGENT / LANDLORD _____
PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week
ADDRESS _____
BOND \$ _____ PHONE _____ CONTACT _____
REASON FOR LEAVING _____

PREVIOUS ADDRESS

AGENT / LANDLORD _____
PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week
ADDRESS _____
BOND \$ _____ PHONE _____ CONTACT _____
REASON FOR LEAVING _____

PERSON TO CONTACT IN EMERGENCY

NAME _____ PHONE _____
ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____ PHONE _____
ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details-

COMPANY OR BUSINESS

COMPANY or BUSINESS NAME _____
ADDRESS _____
LESSOR / AGENT _____
ACN or BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____
ACCOUNTANT _____ CONTACT _____
ADDRESS _____
PHONE _____ FAX _____

PERSONAL DETAILS CONTINUED

The following questions must be answered

- 1. Has your tenancy ever been terminated by a landlord or agent
If yes give details _____ Yes/No
- 2. Have you ever been refused a property by any landlord or agent
If yes give details _____ Yes/No
- 3. Are you in debt to another landlord or agent
If yes give details _____ Yes/No
- 4. Have any deductions ever been made from your rental bond
If yes give details _____ Yes/No
- 5. Is there any reason known to you that would effect your future rental payments
If yes give details _____ Yes/No
- 6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

OFFICE USE ONLY

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
OTHER	\$ _____	100 POINT CHECKLIST PASSED	<input type="checkbox"/>
TOTAL	\$ _____	TICA CHECK COMPLETED BY PHONE or INTERNET	<input type="checkbox"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="checkbox"/>
OWING	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
		ACCEPTED	<input type="checkbox"/>
		REJECTED	<input type="checkbox"/>

TICA CHECK DETAILS

APPLICANT NAME	METHOD	RESULTS	
	INTERNET CHECK	NO INFORMATION FOUND	<input type="checkbox"/>
		INFORMATION FOUND	<input type="checkbox"/>

NOTES

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 TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

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

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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.
- 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.

In the event of a successful tenancy application the applicant's personal information maybe recorded in our TICA Virtual Manager System, which will allow us to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on TICA. This information is information that would be available to any future agent on a truthfully completed tenancy application form.

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 may not provide you with the property you requested to rent.

Signed by the Applicant/s

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

NOTICE TO ALL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

<i>At least one of this group must be included</i>	
DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
<i>The remainder of the points may be made up of any combination of these documents</i>	
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS