

TENANCY APPLICATION FORM

IMPORTANT INFORMATION

- Applications **WILL NOT** be processed unless all information we ask for is supplied.
- Each Applicant must complete a separate application. Each person aged over 18 years intending to reside at the property must complete and application form.
- If for some reason you decide to withdraw your application, please contact our office immediately.
- You can submit your completed application form with identification via post, fax, and e-mail or drop in your application by appointment to our office or to the inspector at the viewing. **Please ensure all required identification is copied & ready with your completed application form**
- All applications are processed through Tenancy Information Databases. Please allow us 48 business hours to process your application.

ON APPROVAL OF APPLICATION

- On approval of your application you will be required to pay the required amount within 24 hours to secure your tenancy.
- The further bond and additional weeks rent will be required to be paid prior to keys being released to you at the commencement of your tenancy.
- You will need to make an appointment with the property manager to sign the Residential Tenancy Agreement & supporting documentation. ALL tenants MUST be present at this appointment.

REQUIRED IDENTIFICATION – a minimum of 100 points must be met per applicant and must be at least

***1 from each of the 4 categories mentioned below**

****Income information does not go towards the 100 points.**

**** We do NOT use 1Form.**

	CATEGORY	TYPE OF I.D	POINTS	SUPPLIED
1	PHOTO I.D	DRIVERS LICENSE/ 18+ CARD/PASSPORT	40 each	
2	PROOF OF LEASE/OWNERSHIP	RATES NOTICE or CURRENT TENANT LEDGER	30 each	
3	PROOF OF ADDRESS	CURRENT REGISTRATION CERTIFICATE CAR/BIKE	20 each	
		COPY OF PHONE/ELECTRICITY/GAS ACCOUNT	20 each	
4	SUBSEQUENT I.D	MEDICARE CARD/PENSION CARD	10 each	
	PROOF OF INCOME	CENTRELINK STATEMENT	Required	
		LAST 2 PAYSLEIPS		
	IF SELF EMPLOYED	BANK STATEMENT & TAX RETURN FOR PREVIOUS YEAR		

I, the said Applicant declare that all the information contained in this Application is true & correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees or references supplied by me in this Application for verification of the details provided. I further do solemnly declare that I am over 18 years of age & have read and understood the contents of this agreement & have the competence & capacity to enter into this agreement.

I also confirm the following:

1. Property address applying for _____
2. I inspected the above property on _____ day of _____ 20_____
3. I wish to apply to rent the above property for a period of 6 / 12 months (circle) commencing on _____
4. I agree that the rental amount is \$_____ per week and that the bond is \$_____
5. I agree and declare that I have sighted a Form 18A General Tenancy Agreement pertaining to the abovementioned property and agree to the terms and conditions outlined in the Tenancy Agreement
6. I declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors nor that I am paying off any previous rental debt
7. I authorise the agent to access and check any information that may be listed on me on the TICA Default Tenancy Database. I acknowledge I can contact TICA by phoning them on 02 9743 1800. I further authorise the agent to check my details against Price Finder to confirm ownership records (if I am a property owner). Price Finder can be contacted by calling 1300 665 177
8. I agree and understand that in the event of the 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 databases that may be available. I 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 (including application by default tenant/s at their expense to Tribunal for removal of database listing)
9. I agree and understand that in the event of the application being unsuccessful, the agent is not legally liable to disclose a reason why
10. I agree and understand that in the event of this application being approved, initial monies need to be paid to the agent within 24 hours of approval by direct deposit.
11. I agree and understand that no keys will be provided by the agent until such time as ALL monies owed are paid in full
12. I agree that I will abide by the policies of the office & of the agent that may be provided to me in relation to the tenancy
13. I agree for the agent to retain my information supplied in this application as according with legislation
14. I agree that upon communication of acceptance of this Application by the landlord or its agent, which this tenancy shall be binding. I further agree that I will sign the tenancy agreement and be bound by the terms & conditions
15. **IF YOU ARE APPROVED FOR A PROPERTY AND THEN WITHDRAW AFTER APPROVAL, THE DEPOSIT OF 1 WEEKS RENT WILL BE FORFEITED**

Applicant Signature _____ **Dated** _____

Applicant Name _____

1. APPLICANTS CONTACT DETAILS

Full Name: _____ Date of Birth: _____
Contact Numbers: Home: _____ Work: _____ Mobile: _____
E-mail: _____ Drivers License No: _____
Next of Kin: _____ Address: _____
Contact Numbers: Home: _____ Mobile: _____ Relationship _____
Personal Reference: _____ Address: _____
Contact Numbers: Home: _____ Mobile: _____ Relationship _____
Personal Reference: _____ Address: _____
Contact Numbers: Home: _____ Mobile: _____ Relationship _____
Personal Reference: _____ Address: _____
Contact Numbers: Home: _____ Mobile: _____ Relationship _____
Personal Reference: _____ Address: _____

**** Personal references must include at least 1 business or professional reference**

2. APPLICANTS DETAILS/HISTORY

Current Address: _____ Period of Occupancy: _____
Situation: Renting/Owned/Boarding/Selling: **Landlord/Agent Name Phone & Email:** _____

Rent/Mortgage paid per week: \$ _____ Reason For Leaving: _____

Previous Address: _____ Period of Occupancy: _____
Situation: Renting/Owned/Boarding/Selling: **Landlord/Agent Name Phone & Email** _____

Rent paid per week: \$ _____ Phone: _____ Fax: _____ Reason For Leaving: _____
Date Vacated: _____ Was the Bond Refunded in Full? Yes / No If no, Why _____

Previous Address: _____ Period of Occupancy: _____
Situation: Renting/Owned/Boarding/Other: **Landlord/Agent Name Phone & Email:** _____

Rent/Mortgage paid per week: \$ _____ Phone: _____ Fax: _____ Reason For Leaving: _____
Date Vacated: _____ Was the Bond Refunded in Full? Yes / No If no, Why _____

Emergency Contact (Cannot be next of Kin or be residing with you)

Name: _____ Address: _____

Contact Numbers: Home: _____ Mobile: _____ Relationship _____

Will there be any other persons over 18 living at the Property? Yes / No - If Yes, how many? _____

Names & Ages: _____

Will there be Dependants residing at the property? Yes / No - If Yes, how many? _____

Names & Ages: _____

Do you own a Motor Vehicle? Yes / No Rego: _____ Make & Model: _____

Do you own any trailers ,jet skis or other vehicles that you will kept on the premises? Yes / No

Do you have any Pets? Yes / No - if yes, how many? _____ Breed: _____ Size: S / M / L

Are they Inside or Outside Pet/s _____ ** Please supply a current photo of your pet for office records**

Do you own a lawnmower? Yes / No - If No, how do you intend to care for the lawns? _____

Signature of Applicant: _____ Date: _____

APPLICATION FOR TENANCY, CONTINUED

3. APPLICANTS EMPLOYMENT INFORMATION

If you are **EMPLOYED** are you: Full Time Part Time Casual Contract

Company Name: _____ Contact Person For Payroll: _____

Address: _____ Payroll Phone Number: _____

How long have you worked there? _____ Net Weekly Income (excl. over time) \$ _____

If Employed less than 6 Months: Previous Employer: _____

Address: _____ Phone Number: _____

Length of Employment: _____ Position Held: _____

If you are **SELF EMPLOYED**:

Registered Name of Business: _____ ABN: _____

Address: _____ Type of Business: _____

Personal Net Income per week: \$ _____ Business phone number: _____

Name of Accountant: _____ Phone number: _____

Length of time in Business: _____ Name of one major creditor: _____

If you are a **STUDENT** are you: Full Time Part Time

Are you an Overseas Student Yes / No - If Yes, Visa expiry date is: _____ Student No: _____

Name of Learning Institution: _____ Department: _____

Income Source: _____ Contact: _____ Net Weekly Income \$ _____

If you receive a **CENTRELINK** payment: CRN Number: _____

Type of Payment: _____ Total Amount received \$ _____ fortnightly / weekly

Has your tenancy ever been terminated by a landlord or agent? YES / NO

Have you ever been refused a property by any landlord or agent? YES / NO

Are you in debt to any landlord or agent? YES / NO

Have any deductions ever been made from your rental bond? YES / NO

Is there any reason known to you that would affect your future rental payments? YES / NO

If you have answered yes to any of the above questions, please provide details:

Signature of Applicant: _____ Date: _____

TICA DEFAULT TENANT DATABASE PRIVACY DISCLOSURE

This form provides information about how we use 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 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.

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 and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents 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: During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property,

Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

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 Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80 TICA Primary Purpose or you can contact TICA by calling: **02 9743 1800**.

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the applicant:

Name: _____ Signature: _____ Date: _____

RAY WHITE KALLANGUR PRIVACY CONSENT & DISCLOSURE

I, as the applicant and signatory below agree for Ray White Kallangur (the agent) to contact the following to verify & confirm information supplied by me for my suitability to lease a property from the agent. This includes and is not limited to:

- Personal References, Next of Kin & Emergency Contacts
- Current and past Agents and/or Landlords for a tenancy reference
- Current and past employers to verify employment and income
- Tenancy default and information databases affiliated with the agent
- And any other persons which may not be included on the application form should an issue arise during the tenancy

I authorise Ray White Kallangur to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia. I also authorise Ray White Kallangur to refer my details to any arranger of: Financial services products; Insurance services; Utilities Connections and any other contact as specified in the above TICA privacy disclosure to which I have agreed to.

Signed by the applicant:

Name: _____ Signature: _____ **Ray White Kallangur** _____ s