



4/67 Magnust Street,
Nelson Bay NSW 2315

Phone 02 49849273.

E-Mail: rentals.knaggsgroup@raywhite.com

APPLICATION GUIDELINES

ALL APPLICATIONS FOR TENANCY IN THIS OFFICE ARE PROCESSED THROUGH TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD (TICA), THE LARGEST TENANT DEFAULT DATABASE IN AUSTRALASIA OF WHICH I AM A MEMBER

We require the following information to be supplied to process your application:

1. Each adult who is to reside in the premises must complete pages 4 and 5 of the application form. These pages are headed 'Applicant/s Personal Details' 17
2. The application must be completed **in full** – including all telephone numbers
3. You must provide 100 points in identification **for each adult applying**. The last page of the application form advises you of the points value of each document
4. Applications will only be processed on a completed and signed application which contains the requirements as stated above
5. Please be patient while we process your application. I understand that you will be anxious for an answer. I will endeavour to complete your application within 24 hours. However, in times of heavy workloads, this may not always be possible. I will telephone you as soon as I have an answer.
6. Once your application is approved, we will ask you to pay the first week's rent immediately. This will hold the property for you until you commence your tenancy and is **non-refundable should you change your mind**. You normally sign the lease immediately on approval also. However, if this is inconvenient, other arrangements can be made with us. Upon commencing your tenancy, a payment equivalent to a total of 6 weeks rent is required **before** keys can be supplied. *This payment represents your first two weeks rent* **and your bond. We do not accept bond transfers under any circumstances.**

*=This office reserves the right to allow for any changes or additions to the above.
Should an applicant fail to provide details the application processing may be
delayed or not processed at all.*

APPLICATION FOR TENANCY & PRIVACY STATEMENT

APPLICANT'S NAME & DETAILS

1. SURNAME _____ GIVEN NAMES _____
D.O.B. _____ D/L _____ STATE _____
PASSPORT _____ CURRENT SUBURB RESIDING _____

2. SURNAME _____ GIVEN NAMES _____
D.O.B. _____ D/L _____ STATE _____
PASSPORT _____ CURRENT SUBURB RESIDING _____

3. SURNAME _____ GIVEN NAMES _____
D.O.B. _____ D/L _____ STATE _____
PASSPORT _____ CURRENT SUBURB RESIDING _____

4. SURNAME _____ GIVEN NAMES _____
D.O.B. _____ D/L _____ STATE _____
PASSPORT _____ CURRENT SUBURB RESIDING _____

APPLICANT/S PERSONAL DETAILS

APPLICANT NUMBER: _____ (Number to correspond with previous page)

CONTACT NUMBERS (H) _____ (W) _____ (M) _____

Email address _____

NUMBER OF OCCUPANTS Adults _____ Children _____ Ages _____

TYPE OF VEHICLE _____ REGO _____ OWNED OR FINANCED _____

OCCUPATION _____ **EMPLOYER** _____

EMPLOYER'S ADDRESS _____ PHONE _____ INCOME \$ _____
(specify weekly, fortnightly or monthly)

PERIOD OF EMPLOYMENT _____ CONTACT PERSON _____

PREVIOUS EMPLOYER (IF LESS THAN 12 MONTHS WITH CURRENT EMPLOYER) _____ PERIOD _____

ADDRESS OF PREVIOUS EMPLOYER _____ PHONE _____
CONTACT PERSON _____

ADDITIONAL INCOME OR BENEFITS RECEIVED _____ AMOUNT \$ _____

PETS YES/NO TYPE _____ BREED _____ REGISTERED _____

PRESENT ADDRESS _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND \$ _____

REASON FOR LEAVING _____

AGENT / LANDLORD _____ PHONE _____

PREVIOUS ADDRESS (IF LESS THAN 12 MONTHS AT CURRENT ADDRESS) _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND REFUNDED Yes/No

REASON FOR LEAVING _____

AGENT/LANDLORD _____ PHONE _____

PERSON TO CONTACT IN EMERGENCY _____

ADDRESS _____ PHONE _____

NEAREST RELATIVE NOT LIVING WITH YOU _____

RELATIONSHIP _____ PHONE _____ ADDRESS _____

PERSONAL DETAILS CONTINUED

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

Company or Business Name _____

Address _____ Lessor/Agent _____

ABN or Business registration number _____ Date formed _____

Accountant _____ Contact _____

Address _____ Phone _____

The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent Yes/No
If yes, give details _____
2. Have you ever been refused a property by any landlord or agent Yes/No
If yes, give details _____
3. Are you in debt to another landlord or agent Yes/No
If yes, give details _____
4. Have any deductions ever been made from your rental bond Yes/No
If yes, give details _____
5. Is there any reason known to you that would affect your future rental payments Yes/No
If yes, give details _____
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.

APPLICANT/S PERSONAL DETAILS

APPLICANT NUMBER: _____ (Number to correspond with previous page)

CONTACT NUMBERS (H) _____ (W) _____ (M) _____

NUMBER OF OCCUPANTS Adults _____ Children _____ Ages _____

TYPE OF VEHICLE _____ REGO _____ OWNED OR FINANCED _____

OCCUPATION _____ **EMPLOYER** _____

EMPLOYER'S ADDRESS _____ PHONE _____ INCOME \$ _____
(specify weekly, fortnightly or monthly)

PERIOD OF EMPLOYMENT _____ CONTACT PERSON _____

PREVIOUS EMPLOYER (IF LESS THAN 12 MONTHS WITH CURRENT EMPLOYER) _____ PERIOD _____

ADDRESS OF PREVIOUS EMPLOYER _____ PHONE _____
CONTACT PERSON _____

ADDITIONAL INCOME OR BENEFITS RECEIVED _____ AMOUNT \$ _____

PETS YES/NO TYPE _____ BREED _____ REGISTERED _____

PRESENT ADDRESS _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND \$ _____

REASON FOR LEAVING _____

AGENT / LANDLORD _____ PHONE _____

PREVIOUS ADDRESS (IF LESS THAN 12 MONTHS AT CURRENT ADDRESS) _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND REFUNDED Yes/No

REASON FOR LEAVING _____

AGENT/LANDLORD _____ PHONE _____

**PERSON TO CONTACT IN
EMERGENCY** _____

ADDRESS _____ PHONE _____

**NEAREST RELATIVE NOT LIVING WITH
YOU** _____

RELATIONSHIP _____ PHONE _____ ADDRESS _____

PERSONAL DETAILS CONTINUED

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

Company or Business

Name _____

Address _____ Lessor/Agent _____

ABN or Business registration number _____ Date formed _____

Accountant _____ Contact _____

Address _____ Phone _____

The following questions must be answered

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

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 me prior to completing.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF LEGAL AGE CARD <i>(ONLY IF NOT IN POSSESSION OF A DRIVER'S LICENCE)</i>	30 POINTS *
TENANCY HISTORY LEDGER <i>(AVAILABLE FROM YOUR CURRENT AGENT)</i>	20 POINTS
TENANCY AGREEMENT (LEASE) <i>(NOT MORE THAN 12 MONTHS OLD SINCE VACATING PROPERTY)</i>	20 POINTS
PREVIOUS FOUR CONSECUTIVE 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
BANK OR CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS each
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

*NOTE: Must have at least one of the items listed with * next to the points ie., photo I.D.*

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how 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: **Ray White The Knaggs Group**

Address: **Suite 4/67 Magnus Street Nelson Bay**

Ph: **(02) 4984 9273**

Email: **rentals.knaggsgroup@raywhite.com**

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

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

I/we agree that I/we have read pages 9 & 10 of this application form regarding the Privacy Act Acknowledgement

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date Day / Month / Year

Witnessed

OFFICE USE ONLY

- ☐ EMPLOYMENT DETAILS CONFIRMED
- ☐ PREVIOUS AGENTS OR LANDLORDS
- ☐ 100 POINT CHECKLIST PASSED
- ☐ TICA CHECK COMPLETED
- ☐ LANDLORD CONTACTED

GENERAL COMMENTS

ACCEPTED • REJECTED