

# Ray White®

## Leading Edge

### APPLICATION FOR TENANCY

Welcome to Ray White Leading Edge, please read and adhere to the following instructions below, regarding the completion of your Application:

Please ensure that all the information requested on the Application Form is supplied and the form is signed as **an incomplete Application Form cannot be processed.**

To assist you in your search for a home we suggest that you supply as much information as you can, in order to support your application.

Please contact references prior to and kindly let them know to expect a call.

**Proof of Income must be provided for all Applicants.**

**Photo Identification (ID) equal to 100 Points must be provided with all Applications:**

Passport 70 points

Driving Licence or Permit issued by State or Commonwealth 40 points

Medicare Card 25 points

Student Card 25 points

For remote identification, applicant must attend signing of lease and have ID verified prior to leasing .

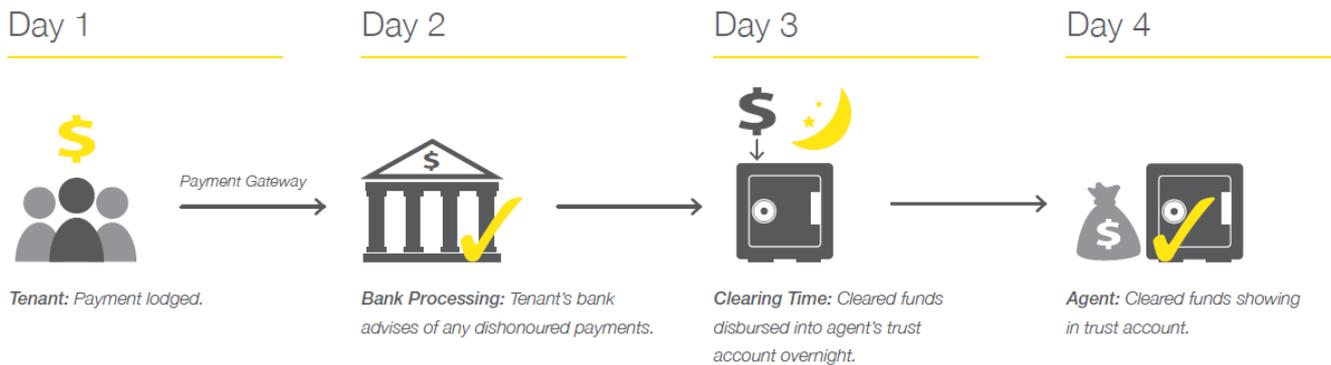
Should you have any further enquiries, please do not hesitate to contact our office on 9408 6970 -Ray White Leading Edge 1/2 Sarasota Pass Clarkson WA 6030

**(FRONT RECEPTION LOCATED ON PENSACOLA TERRACE OPPOSITE NISSAN DEALERSHIP)**

If you would prefer to email your application, please do so to the below email and ensure your proof of income and identification are attached. Thank you.

Administration: [leadingedge.wa@raywhite.com](mailto:leadingedge.wa@raywhite.com)

## Bank Settlement Time Explanation



Due to banking processing time, your funds will take a minimum of three business days to clear into the agent's trust account.

In the following circumstances, processing of the funds will not occur until the next business day:

*Your payment is lodged after 4pm EST on a business day or over a weekend; or*

*The bank processing and clearing time falls over a weekend or public holiday.*

## Payment Gateway

Payment Gateway is powered by  **IP Payments**  
making cash flow



Australia's longest established connections service provider



1300 661 464



enquiries@fastconnect.net.au



www.fastconnect.net.au



Fast Connect makes it happen

www.fastconnect.net.au



## CONVENIENT, EFFICIENT & STRESS FREE

### Your order is sent to you to review

Your agent will pre-configure your order and send it to your device to review. All important information is clearly displayed, inclusive of all your chosen retailer's T&Cs and address specific tariff information for you to consider. With Fast Connect, there is no hard sell.

### Accept and submit online

It takes one easy step to submit your utility connections order to Fast Connect. Fast Connect is currently the only connections service provider to offer a fully digital solution to get connected. This provides you with peace of mind that your privacy is protected and the information you receive is accurate.

### Instant processing

Your connection and disconnection requests are instantly receipted back to you and auto processed into your chosen retailer's provisioning systems. You are also advised of your retailer's receipt and acceptance of your order, and there is a friendly 1300 helpline if you have any queries or changes.

## WHY FAST CONNECT?

Fast Connect is proud to be Australia's leading connections service provider servicing customers moving home anywhere in Australia.

With Fast Connect, you can have your applications lodged digitally to set up new electricity, gas, phone, internet and Pay-TV accounts, and close old accounts at your old address. It's simple, easy and fully digital.

## FREE TO USE

There is no charge to use Fast Connect. It is a free service and is funded by partnering retailers.



## NO LOCK-IN ENERGY CONTRACTS

Fast Connect set up energy accounts with Australia's major first tier retailers which include:

- › No fixed term or supply lock-in arrangements
- › No exit or early termination fees
- › No security bond



1300 661 464

## EXPLANATION FOR APPLICANTS

### Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

### The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

**First**, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

**Second**, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

**Third**, to inform You of the money that is required to be paid prior to taking possession of the Premises; for example, the value of the Security Bond (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

**Fourth**, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

### Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

<b>Your action if You wish to apply for the Residential Tenancy Agreement:</b>	<ol style="list-style-type: none"> <li>1. Complete this Application.</li> <li>2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.</li> </ol>
<b>Lessor's action if You do not succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.</li> </ol>
<b>Lessor's action if You succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.</li> </ol>
<b>What You will then need to do if You are the successful Applicant:</b>	<ol style="list-style-type: none"> <li>5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist.</li> <li>6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.</li> </ol>

**FOR:** Premises Address:

**FROM:** Proposed Tenants' Names:

**TO:** The Property Manager:

Agency Name: **MCAHON PROPERTIES (WA) PTY LTD**  
 Address: **U12 Sarasota Pass, PO Box 2009 Clarkson WA 6030, Clarkson, WA, 6030**  
 Telephone: Business: **9408 6970** Facsimile: **9407 9165**  
 E-mail: **@raywhite.com**

## PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises
2. Rent \$  per week
3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

### REQUIRED MONEY

- (a) Security bond of \$
- (b) Pet bond (if applicable) \$
- (c) First two weeks rent \$
- (d) Less Option Fee (if paid) \$
- (e) Total \$

## PART B

### (TO BE COMPLETED BY YOU)

**NOTE:** This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

### INFORMATION FROM "YOU" (the proposed tenant or tenants)

#### TENANCY DETAILS

5. You require the tenancy for a period of  months from  to
6. At a rent of \$  per week
7. Total number of persons to occupy the Premises Adults  Children  Ages
8. Pets - Type of Pet  Breed  Number  Age   
Type of Pet  Breed  Number  Age
9. Do You intend applying for a residential tenancy bond from a State Government Department?  Yes  No  
If Yes, \$  Branch:
10. Bank account details for refund of Option Fee (if applicable)  
Bank:  BSB:   
Account No.:  Account Name:
11. Any Special Conditions requested by You:

**NOTE:** The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy  
Email (optional):   
Fax (optional):   
Postal address (required):
13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

# application to enter into residential tenancy agreement

18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:
- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and:
    - (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
    - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
    - or
    - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
  - (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

**Note:** Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.

19. **YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

## 20. DEFINITIONS

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.
  - "Application"** means this Application to enter into a Residential Tenancy Agreement.
  - "Business Day"** means any day except a Sunday or public holiday in Western Australia.
  - "Lessor"** means the person/entity with the authority to lease the Premises.
  - "Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
    - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
    - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
    - (ii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
  - "Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
  - "Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.
  - "Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
  - "You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information collected about You in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law), other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

Signature:

## NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - Residential Tenancies Act 1987

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:
  - (a) **TICA** (strike out if inapplicable)
    - (i) **Address:** PO Box 120, Concord NSW 2137
    - (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
    - (iii) **Facsimile:** (02) 9743 4844
    - (iv) **Website:** [www.tica.com.au](http://www.tica.com.au)
  - (b) **National Tenancy Database** (strike out if inapplicable)
    - (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
    - (ii) **Telephone:** 1300 563 826
    - (iii) **Facsimile:** (07) 3009 0619
    - (iv) **Email:** [info@ntd.net.au](mailto:info@ntd.net.au)
    - (v) **Website:** [www.ntd.net.au](http://www.ntd.net.au)
  - (c) **Other Databases** (if applicable)
    - (i) **Name:**
    - (ii) **Address:**
    - (iii) **Telephone:**
    - (iv) **Facsimile:**
    - (v) **Email:**
    - (vi) **Website:**
4. The applicant may obtain information from the database operator in the following manner:
  - (a) as to TICA:
    - (i) Postal and fax application forms can be downloaded from [www.tica.com.au](http://www.tica.com.au) . Information regarding applicatino fees can be found on the application form;
  - (b) as to the National Tenancy Database;
    - (i) A request for rental history file can be downloaded from [www.ntd.net.au](http://www.ntd.net.au) . A link to the form can be found under the tab "For Tenants".
    - (ii) A request for rental history may be submitted by post, fax or email.
  - (c) as to 
    - (i)
    -

**NOTE:** This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.

# application to enter into residential tenancy agreement

## YOUR (First Person's) PARTICULARS

Your Name  (SURNAME)  (FIRST NAME)  (MIDDLE NAME)

Present Address

Phone No Work  Phone No Home

Mobile  Email

Date of Birth  Place of Birth  Family Name at Birth  Australian Citizen  Yes  No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No  State  Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker  Yes  No

Personal References

a)  NAME  TELEPHONE

b)  NAME  TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation:  (Note: Your Employer may be contacted to verify employment)

Employer  Period of Employment

Phone No  Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin  NAME  ADDRESS  TELEPHONE

Second Next of Kin  NAME  ADDRESS  TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact  NAME  ADDRESS  TELEPHONE

Second Contact  NAME  ADDRESS  TELEPHONE

# application to enter into residential tenancy agreement

## YOUR (Second Person's) PARTICULARS

Your Name  (SURNAME)  (FIRST NAME)  (MIDDLE NAME)

Present Address

Phone No Work  Phone No Home

Mobile  Email

Date of Birth  Place of Birth  Family Name at Birth  Australian Citizen  Yes  No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Driver's Licence No  State  Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker  Yes  No

Personal References

a)  NAME  TELEPHONE

b)  NAME  TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation:  (Note: Your Employer may be contacted to verify employment)

Employer  Period of Employment

Phone No  Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin  NAME  ADDRESS  TELEPHONE

Second Next of Kin  NAME  ADDRESS  TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact  NAME  ADDRESS  TELEPHONE

Second Contact  NAME  ADDRESS  TELEPHONE

# application to enter into residential tenancy agreement

## YOUR (Third Person's) PARTICULARS

Your Name     
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work  Phone No Home

Mobile  Email

Date of Birth  Place of Birth  Family Name at Birth  Australian Citizen  Yes  No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No  State  Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker  Yes  No

Personal References

a)    
NAME TELEPHONE

b)    
NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address  Phone No

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation:  (Note: Your Employer may be contacted to verify employment)

Employer  Period of Employment

Phone No  Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin     
NAME ADDRESS TELEPHONE

Second Next of Kin     
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact     
NAME ADDRESS TELEPHONE

Second Contact     
NAME ADDRESS TELEPHONE

# application to enter into residential tenancy agreement

By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises. Your Application may or may not be successful.

Your Signature (**First Person**)

Date  /  /

Your Signature (**Second Person**)

Date  /  /

Your Signature (**Third Person**)

Date  /  /

### ANNEXURE A

1. As per Section 2.16 of the Tenancy Agreement, it is the Tenants responsibility to maintain lawns, (this includes feeding of lawn if necessary), gardens, hedges, shrubs in good order and to water regularly, by hand if necessary. The reticulation sprinklers are to be maintained by the Tenants and kept in good order. The Tenant is to comply with any restrictions imposed by the Water Corporation with regards to sprinkler use. If the property has a Bore the pump must be operated at least once a week even during winter months so that the pump does not seize up. Failure to comply may constitute a Breach of agreement.
2. The Tenant is aware and agrees that the carpets shall be professionally cleaned at the end of the Tenancy. The Tenant agrees to supply the Owner/Agent with a copy of the invoice.
3. No nails, screws, poster putty Blue Tac or adhesives are to be used on the walls at the property. Picture hooks etc can only be installed with the written permission of the Owner/Agent.
4. The Tenant acknowledges that any interior or exterior pot plants should not be placed directly on the floor or paving but should have a coaster or protective surface placed underneath.
5. The Tenant is aware that no vehicles, trailers, caravans, boats etc are to be parked on the lawns.
6. The Tenant agrees to place felt/carpet pieces underneath all furniture to protect wooden floors from any damage.
7. The Tenant is aware and agrees to check the smoke alarm and the smoke alarm batteries on a monthly basis, so to ensure that they are in good working order, if the Tenant is concerned that the smoke alarms are not working then the Tenant agrees to contact the Agent in person and in writing immediately.
8. The Tenant is aware and agrees to photographs being taken at routine inspections .
9. The Tenant agrees to keep a drip tray on the garage/carport floor to prevent oil staining. The tenant also agrees not to carry out any major motor vehicle repairs on the premises, nor store/park/keep any unregistered vehicles on the premises.
10. Should the Tenant request to Break Lease and vacate prior to the expiry of the Fixed Term Lease Agreement and the Owner gives permission, then the Tenants are aware that the following charges may be applied to the Tenant:

Pro Rata reimbursement of letting fee to Owner

Rent payable until the property is re-let

Advertising costs

Final Bond Inspection fee

National Database fees

Tenant is also required to maintain the property until re-let

11. I understand that having viewed the property I accept the property as is, subject to any special conditions as outlined on my application form as agreed by the Owner/Agent and confirm that the Lease and conditions have been fully explained to me.
  
12. All tile grout must be cleaned to its original condition.
  
13. Bins are to be emptied or are to be left out for collection at the end of the tenancy.
  
14. Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicants tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies Act 1987, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use.

The database/s Ray White Leading Edge use are: TICA & REIWA NTD

TICA can be contacted on 1902 220 346 (Call charges @ \$5.45 per minute and higher from mobiles and pay phones).

REIWA NTD can be contacted on 1300 563 826.

Signed (Tenant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Tenant) \_\_\_\_\_ Date \_\_\_\_\_



**PUBLIC ENQUIRY DEPARTMENT**

P.O. BOX 120  
CONCORD NSW 2137

**TEL: 190 222 0346**

Calls charged at \$5.45 per minute, higher from mobile and payphones

**ABN: 84 087 400 379**

## TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, 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. 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, Referees 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.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent 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 the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### 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

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, drivers 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/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Your Personal Information

When a real estate agent or property manager assesses your tenancy application for a rental property they may disclose your personal information to Ntd.

#### Who is Ntd

Ntd is part of the Veda group of companies and operates a tenancy database.

#### Collection, use and disclosure by Ntd

Ntd collects, uses and discloses your personal information for the following purposes:

1. The provision of tenancy database services to real estate agents and property managers who are members of Ntd for risk assessment and risk management purposes;
2. The provision of tenancy database services to your landlord as well as the disclosure of personal information to your landlord's mortgagee or insurer;
3. To residential tenancy tribunals, Australian courts and Australian rental bond boards and where required or authorised by law to disclose your personal information;
4. To mercantile agents for the collection of debts owed by you that are overdue;
5. To the Veda group of companies for identity verification, fraud prevention and collection purposes.
6. You consent to the Veda group of companies using your personal information for the purposes of providing you information about Veda products or services that may be of interest to you. You also consent to the Veda group of companies supplying your name, address, telephone number and email to third parties for marketing purposes including direct marketing by email or other electronic means.

#### Opting out of direct marketing

You can opt-out of direct marketing from Ntd and the Veda group of companies at any time. To opt-out simply write to [info@ntd.net.au](mailto:info@ntd.net.au) or go to [www.donotcontact.com.au](http://www.donotcontact.com.au).

#### **If you do not provide your consent**

*If your personal information is not provided to Ntd the real estate agent/property manager will not be able to assess your application which could result on your application being declined.*

#### **Privacy Policy**

For further information about the collection, use and disclosure of your personal information by the Veda group of companies, including Ntd go to [www.veda.com.au/privacy](http://www.veda.com.au/privacy).

#### **Acknowledgement**

By signing this document, you consent to the collection, use and disclosure of your personal information for some or all of the purposes.

\_\_\_\_\_  
Signature

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Signature

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Signature

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Signature