

Tenant Application Form

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED under any circumstances.

I have completed all pages Yes

Photo ID Yes **(Please note photo ID is required for all Applicants)**

Other ID Yes

TICA Privacy Disclosure Form is signed by all applicants (last page)

I /we acknowledge that there is no legal obligation to provide a reason if this application is unsuccessful.

I /we acknowledge that all applications are subject to the approval of the Owner.

I/we acknowledge that a Form 18a Tenancy Agreement is available for perusal prior to signing a lease.

I/we have inspected the premises and acknowledge that the Owner has no obligation to make improvements.

I/we declare that all information contained in this application is true and correct and given of my own free will.

I/we have read, agreed to and understood all of the above terms and conditions.

Applicant Name

Signature

Date

Applicant Name

Signature

Date

PLEASE NOTE: BULLYING AND ABUSE OF OUR PROPERTY MANAGEMENT TEAM WILL NOT BE TOLERATED

REFEREES – not related to applicants

Business referee: _____

Relationship: _____

Phone: _____

Mobile: _____

Personal referee: _____

Relationship: _____

Phone: _____

Mobile: _____

Office use: Is the form complete? Is photo ID attached? Signed in 2 places **by all applicants**

Signed _____ Date _____

Tenancy Application Form –

Address of Property: _____ (Leave blank if applying for any property)

Lease commencement date: _____ Lease term: _____

Rent per week: _____

Number and type of pets: _____

Names and ages of any children to occupy the property: _____

Names of all other occupants for the property: _____

Note: We require Personal details and photo ID for anyone 18 yrs and over intending to reside in the property

PERSONAL DETAILS APPLICANT 1

Given Name(s): _____ Surname: _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____ Date of Birth: _____

Drivers Licence No: _____ Drivers Licence State: _____

Passport No: _____ Passport Country: _____

PERSONAL DETAILS APPLICANT 2

Given Name(s): _____ Surname: _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____ Date of Birth: _____

Drivers Licence No: _____ Drivers Licence State: _____

Passport No: _____ Passport Country: _____

Any Other details relevant

CURRENT DETAILS -

Length of time at current address: _____ Rent Paid: _____

Reason for leaving: _____

Name of Landlord / Agent: _____ Phone: _____

PREVIOUS RENTAL HISTORY 1

Previous Address: _____

Length of time at above address: _____ Rent Paid: _____

Name of Landlord / Agent: _____ Phone: _____

Was Bond refunded in full? _____ Yes No

If No, please specify reasons why: _____

PREVIOUS RENTAL HISTORY 2

Previous Address: _____

Length of time at above address: _____ Rent Paid: _____

Name of Landlord / Agent: _____ Phone: _____

Was Bond refunded in full? _____ Yes No

If No, please specify reasons why: _____

PREVIOUS LIVING ARRANGEMENTS (IF NOT RENTING)

Previous Address: _____

Length of time at above address: _____

Was it sold or are you renting it? _____

Real Estate Agent: _____ (for a reference)

Any other information to assist us to process your application?

NEXT OF KIN

Given Name(s): _____ Surname: _____

Relationship: _____

Phone: _____ Mobile: _____ Email: _____

CURRENT EMPLOYMENT DETAILS – APPLICANT 1

Page 3

Occupation: _____ Current Employer: _____
Employer's Address: _____
Contact Name (payroll / manager): _____ Contact Number: _____
Length of Employment: _____

CURRENT EMPLOYMENT DETAILS – APPLICANT 2

Occupation: _____ Current Employer: _____
Employer's Address: _____
Contact Name (payroll / manager): _____ Contact Number: _____
Length of Employment: _____

SELF EMPLOYMENT DETAILS

Company Name: _____ Business Type: _____
Business Address: _____
Position Held: _____ ABN: _____
Accountant Name: _____ Phone: _____

INCOME - APPLICANT 1

APPLICANT 2

Net weekly employment income: _____
Net weekly income from other sources: _____
Source(s) of other income: _____

OFFICE USE: TOTAL INCOME: _____

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation: _____ Previous Employer: _____
Employer's Address: _____
Contact Name (payroll / manager): _____ Contact Number: _____
Length of Employment: From _____ to _____ Net weekly income: _____



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Call charged at 0.50 per minute, regular rates apply and exemptions.

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: _____