

## Residential Tenancy Application

All applications for Tenancy are processed through TICA. Please ensure you sign the form on the last page of the application to minimise delays on your application being approved.

Applicants are required to provide proof of identification of at least 100 points. If you are unable to meet the 100 points please ask to speak to the Leasing Consultant. Points are allocated as follows:

Points	Type of I.D.	
40	<ul style="list-style-type: none"> <li>Photographic Identification, eg. Driver's licence, Passport, Proof of Age</li> </ul>	Must be provided with all applications
30	<ul style="list-style-type: none"> <li>Bank/Financial Statement – showing 3 month history showing your income being deposited</li> </ul>	Must be provided with all applications
30	<ul style="list-style-type: none"> <li>Rental Payment Ledger</li> <li>Council Rates Notice (if you are a homeowner)</li> <li>Written reference from last landlord or agent</li> </ul>	One or the other must be provided
20	<ul style="list-style-type: none"> <li>Centrelink Income Statement</li> <li>Healthcare Card</li> </ul>	Any one of these may be provided for identification
20	<ul style="list-style-type: none"> <li>Three most recent payslips</li> </ul>	Must be provided for application to be processed
10	<ul style="list-style-type: none"> <li>Copy of Birth Certificate</li> <li>Last Electricity, Gas or Telephone account</li> <li>Current vehicle registration papers</li> </ul>	Any one of these may be provided

Applications will only be processed on a **completed** and **signed** application, which includes copies of the above documentation, and must be completed by anyone over the age of 18 years, who will be living at the property.

Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.

### Holding Deposits

A holding deposit will only be accepted once an application has been approved. If you withdraw your application the landlord will be entitled to all of the holding deposit. If the application is approved, the holding deposit becomes the first week's rent.

### What happens when your application is approved?

The leasing consultant will contact you to confirm the application is approved and arrange an appointment to sign the lease. At that appointment you will need to provide:

- Rental Bond – Usually equivalent to four week's rent.
- Two week's rent in advance (less any reservation fee)

Please note that payment must be made by direct deposit, bank cheque or money order. Personal cheques or cash will not be accepted. Bond transfers are not accepted at this office.

\* Harcourts Unlimited reserve the right to amend the above at any time.

### A. AGENT DETAILS

#### Harcourts Unlimited

**Address:** 52 Main Street, Blacktown, NSW 2148  
**Phone:** 02 9622 3299  
**Fax:** 02 9622 4299  
**Email:** unlimited@harcourts.com.au

### B. PROPERTY DETAILS

- What is the address of the property you would like to rent?  
  
 Postcode
- Lease commencement date?  
 Day  Month  Year
- Lease term?  
 Years  Months
- How many tenants will occupy the property?  
 Adults  Children  Ages of Children
- Rental amount per week  
 \$

### C. PERSONAL DETAILS

- Please give us your details  
 Mr.  Ms.  Miss  Mrs.  Other   
 Given Names  Surname   
 Date of Birth  Driver's Licence Number   
 Driver's licence expiry date  Driver's licence state   
 Passport no  Passport country
- Please provide your contact details  
 Home phone number:  Mobile phone number:   
 Work phone no.  Fax no.   
 Email address
- What is your current address?  
  
 Postcode
- How long have you lived at your current address?  
 Years  Months
- Why are you leaving this address?

### D. FREE UTILITY CONNECTION SERVICE

## Harcourts Connect

Ph: 1300 554 028 | Fax: 1300 889 598  
 info@connectnow.com.au | harcourtsconnect.com.au

#### Moving home has never been easier

Harcourts Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Harcourts Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 028 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I accept the terms. Please call me to connect my home services.

Signature  Date

**PLEASE NOTE**  
 Keys will not be handed over until the lease agreement has been signed by all applicants. The rental bond and two weeks rent must be paid prior to collecting keys.

This application is subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**E. APPLICANT HISTORY****11. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

**12. What was your previous residential address?**  
**13. How long did you live at this address?** **14. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

Was bond refunded in full?

If not - why not?

**F. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULLTIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

  

Contact name

Phone no.

Length of employment

 

Net income?

**16. Please provide your previous employment details**

Occupation?

What is the nature of your employment?  
(FULLTIME/PART TIME/CASUAL)

Employer's name:

Contact name

Phone no.

Length of employment

 

Net income?

**G. OTHER INFORMATION****17. Car Registration****18. Please provide details of any pets**

Breed / type

Council registration / number

Desexed? Y/N

Age

Inside/Outside

**H. CONTACTS / REFERENCES****19. Please provide a contact in case of Emergency**

Surname

Given Name/s

Relationship to you

Phone no.

**20. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. NOTES / COMMENTS**  
  
**J. DECLARATION/PRIVACY STATEMENT**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from from:

- The owner or the Agent of my current or previous residences;
- My personal referees for this application;
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by tenants;

and I authorize and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organizations to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if this is inaccurate, incomplete or out-of-date.

Signature of the Applicant

Date

# Privacy Disclosure Form

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.

## 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:

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:

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