

# Residential Tenancy Application.

Please list properties you wish to apply for in order of preference.

	Property	Rent Per Week	Inspected on
1			
2			
3			
4			

Preferred Commencement Date ...../...../.....

Preferred Lease Term (please circle)    6months                    12 months

**NOTE: BEFORE ANY APPLICATION CAN BE PROCESSED, EACH APPLICANT MUST COMPLETE THIS FORM AND ACHIEVE A MINIMUM OF 100 POINTS OF IDENTIFICATION.**

Drivers Licence	40 points	Passport	70 points
Other Photo ID	30 Points	Birth Certificate	70 points
Medicare Card	25 points	2 rent receipts	25 points
Bank Statement	25 points	Gas/Elect/Phone Bill	25 points each
Car Registration	25 points	Current payslip	25 points

## APPLICANT 1

Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

(H) Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Drivers Lic No. \_\_\_\_\_

Smoker (Please circle)    YES / NO

Number of Persons who wish to occupy the premises: Adults \_\_\_\_\_ Children \_\_\_\_\_

Ages \_\_\_\_\_

## APPLICANT 2

Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

(H) Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Drivers Lic No. \_\_\_\_\_

Smoker (Please circle)    YES / NO

Applicant 1 continued

Applicant 2 continued

Each applicant must provide the name and phone number of an emergency contact not residing with you.

Emergency Contact \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**EMPLOYMENT DETAILS**

Job Title \_\_\_\_\_ Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_ Employer Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

Net Income Per Week \$ \_\_\_\_\_ Net Income Per Week \$ \_\_\_\_\_

Duration \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_ Duration \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_

*If employed for less than 6 months at your current employment, please provide details of your previous employment.*

Employer Name \_\_\_\_\_ Employer Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

Net Income Per Week \$ \_\_\_\_\_ Net Income Per Week \$ \_\_\_\_\_

Duration \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_ Duration \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_

If Self Employed, please provide details of your accountant in order for us to confirm your income. Please advise your accountant that we may be calling as they will not provide details until you have given permission for them to do so.

Accountant Name \_\_\_\_\_ Accountant Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

**CENTRELINK BENEFITS – If you receive Centrelink benefits you must provide an income statement.**

Payment Type \_\_\_\_\_ Payment Type \_\_\_\_\_

Amount per fortnight \$ \_\_\_\_\_ Amount per fortnight \$ \_\_\_\_\_

*Applicant 1 continued*

*Applicant 2 continued*

**STUDENT**

Place of Study \_\_\_\_\_

Place of Study \_\_\_\_\_

Name of Course \_\_\_\_\_

Name of Course \_\_\_\_\_

**CURRENT & PREVIOUS RESIDENCES**

Address \_\_\_\_\_

Address \_\_\_\_\_

Duration \_\_\_\_\_

Duration \_\_\_\_\_

Rent per week \$ \_\_\_\_\_

Rent per week \$ \_\_\_\_\_

Landlord/Agent Name \_\_\_\_\_

Landlord/Agent Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Please provide details of previous residence*

Address \_\_\_\_\_

Address \_\_\_\_\_

Duration \_\_\_\_\_

Duration \_\_\_\_\_

Rent per week \$ \_\_\_\_\_

Rent per week \$ \_\_\_\_\_

Landlord/Agent Name \_\_\_\_\_

Landlord/Agent Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PETS** *Please tick below*

Yes  No

If Yes, Type \_\_\_\_\_ Breed \_\_\_\_\_

Age \_\_\_\_\_ Desexed  Yes  No

Are the pets inside  or outside

**REFERENCES**

*Please provide name and contact number of 2 references (must not be relatives)*

Name \_\_\_\_\_ Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?** *Please tick below*

Realestate.com.au       Landmark Harcourts Website

Phone Enquiry       Information screen at office

Other \_\_\_\_\_

**INFORMATION FOR TENANTS – please take note of the following**

- Successful applicants are required to sign the lease for the property ideally within 24-48 hours of acceptance
- 4 weeks rent is required upon commencement of the lease
- Bond equal to one months rent is payable by bank cheque or money order upon commencement of lease
- Rent is to be paid 2 weeks in advance at all times – no exceptions
- 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.
- I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I accept that the Landmark Harcourts Wangaratta may conduct independent reference and credit checks on this application.

**AGENT DECLARATION/PRIVACY STATEMENT**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant’s identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the property. The personal information collected about the Applicant may be disclosed by use of the internet or otherwise to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible services to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website [www.reiv.com.au](http://www.reiv.com.au) and the privacy of realestateview can be viewed at [www.realestateview.com.au](http://www.realestateview.com.au).

The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act. If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIV on 03 9205 6666. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

<i>Applicant 1</i>	<i>Applicant 2</i>
Signature _____	Signature _____
Name _____	Name _____
Date _____	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 National 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 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. 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 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 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:.... / ...../