

TENANCY APPLICATION

PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THE APPLICATION TO AVOID DELAYS WITH THE APPLICATION PROCESS. WE MAY NOT BE ABLE TO PROCESS YOUR APPLICATION IF IT IS INCOMPLETE. ALSO PLEASE ENSURE THAT YOU SIGN THE TICA PRIVACY DISCLOSURE FORM.

N.B. ALL APPLICANTS OVER 18 YEARS OF AGE MUST COMPLETE AN APPLICATION FORM AND PROVIDE CURRENT IDENTIFICATION AND PROPERTY MUST BE VIEWED. ALL APPLICATIONS WILL BE CHECKED ON TICA WHICH IS A DEFAULT DATABASE. TICA CAN BE CONTACTED ON 1902 220 346 FOR ANY ENQUIRIES.

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION:

- COPIES OF 3 POINT OF CURRENT IDENTIFICATION: EG DRIVERS LICENCE (MUST BE PROVED FOR TICA CHECK PER APPLICANT), PASSPORT, PROOF OF AGE CARD, STUDENT ID CARD, MEDICARE CARD, ATM OR CREDIT CARD, CONCESSION/PENSION CARD, SERVICE ACCOUNT I.E UTILITY BILL
- COPY OF LAST 2 CURRENT PAYSLEIPS, CENTRELINK INCOME AND/OR A CURRENT BANK STATEMENT
- BILL OR ACCOUNT IN YOUR NAME WITH YOUR CURRENT ADDRESS
OR COPY OF RATES NOTICE (IF YOU OWN YOUR OWN HOME)
- ANY OTHER DOCUMENTS YOU FEEL MAY HELP YOUR APPLICATION

IF YOU DO NOT PROVIDE THE ABOVE DOCUMENTATION, YOUR APPLICATION WILL NOT BE PROCESSED.

IF YOU HAVE ANY DIFFICULTY WITH COMPLETING THIS FORM PLEASE CONTACT US ON **5281 4500**.

PLEASE NOTE: IF YOUR APPLICATION IS SUCCESSFUL YOU WILL BE ASKED TO PAY 2 WEEKS RENT IN ADVANCE AND TO SIGN A LEASE AGREEMENT WITHIN 48 HOURS OF YOUR APPLICATION BEING APPROVED. YOU WILL BE REQUIRED TO PAY A BOND ON OR BEFORE YOUR LEASE COMMENCEMENT DATE.

Shop 11, Country Plaza, Bannockburn VIC 3331
Ph: 5281 4500 Fax: 5281 2986
Email: daniela.balaz@landmarkharcourts.com.au
www.bannockburn@landmarkharcourts.com.au



PROPERTY DETAILS

PROPERTY: _____
LEASE TERM _____ PROPOSED LEASE COMMENCEMENT DATE: _____
RENT: \$ _____ PER WEEK BOND AMOUNT: \$ _____ BOND TYPE: SELF FUNDED / DOH
ADULTS: _____ CHILDREN & AGES: _____
PETS? YES/NO (PLEASE GIVE DETAILS BELOW I.E. BREED & AGE) _____

APPLICANT DETAILS

FULL NAME: _____
PHONE NUMBER: _____ MOBILE: _____
EMAIL ADDRESS: _____
DOB: _____ DRIVERS LICENCE NUMBER _____ REGO _____
CURRENT ADDRESS: _____
DO YOU: *RENT/OWN/PAY BOARD* FOR THIS PROPERTY? (PLEASE CIRCLE)
CURRENT LANDLORD/AGENTS: _____
AGENTS PHONE NUMBER: _____
RENT AMOUNT: _____ HOW LONG AT THIS ADDRESS? _____
PREVIOUS ADDRESS: _____
DID YOU: *RENT/OWN/PAY BOARD* FOR THIS PROPERTY? (PLEASE CIRCLE)
CURRENT LANDLORD/AGENTS: _____
AGENTS PHONE NUMBER: _____
RENT AMOUNT: _____ HOW LONG AT THIS ADDRESS? _____
CURRENT EMPLOYER: _____
ADDRESS OF EMPLOYER: _____
CONTACT PERSON: _____ PHONE NUMBER: _____
YOUR OCCUPATION: _____
LENGTH OF EMPLOYMENT? _____ FULL TIME/PART TIME/CASUAL (PLEASE CIRCLE)
SALARY: \$ _____ PER WEEK/FORTNIGHT/MONTH
PREVIOUS EMPLOYER: _____
ADDRESS OF EMPLOYER: _____
CONTACT PERSON: _____ PHONE NUMBER: _____
YOUR OCCUPATION: _____
LENGTH OF EMPLOYMENT? _____ FULL TIME/PART TIME/CASUAL (PLEASE CIRCLE)
SALARY: \$ _____ PER WEEK/FORTNIGHT/MONTH
DO YOU RECEIVE CENTRELINK BENEFIT? YES/NO (PLEASE CIRCLE)
TYPE OF PENSION _____ PENSION NUMBER _____
ALLOWANCE \$ _____ PER WEEK/FORTNIGHT/MONTH
PERSONAL REFERENCE:
NAME: _____ PHONE: _____
ADDRESS: _____
WHAT IS YOUR RELATIONSHIP WITH THIS PERSON? _____
NEXT OF KIN:
NAME: _____ PHONE: _____
ADDRESS: _____
WHAT IS YOUR RELATIONSHIP WITH THIS PERSON? _____

DECLARATION

I declare that I have inspected the premises and am not bankrupt.

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond. I declare that all information contained in this application is true and correct and given of my own free will.

PRIVACY POLICY:

The privacy of Landmark Harcourts customers is of vital importance to Landmark Harcourts. You have the right to access Landmark Harcourts records of your information under the Privacy Act.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and Tenancy Database (TICA) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including Tenancy Database (TICA).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

the name of the database and the person who listed the information the tenant's information held in the database how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Full name: _____

Signed: _____

Date: / /

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CURRENT EMPLOYER: _____
ADDRESS OF EMPLOYER: _____
CONTACT PERSON: _____ PHONE NUMBER: _____
YOUR OCCUPATION: _____
LENGTH OF EMPLOYMENT? _____ FULL TIME/PART TIME/CASUAL (PLEASE CIRCLE)
SALARY: \$ _____ PER WEEK/FORTNIGHT/MONTH

PREVIOUS EMPLOYER: _____
ADDRESS OF EMPLOYER: _____
CONTACT PERSON: _____ PHONE NUMBER: _____
YOUR OCCUPATION: _____
LENGTH OF EMPLOYMENT? _____ FULL TIME/PART TIME/CASUAL (PLEASE CIRCLE)
SALARY: \$ _____ PER WEEK/FORTNIGHT/MONTH

DO YOU RECEIVE CENTRELINK BENEFIT? YES/NO (PLEASE CIRCLE)
TYPE OF PENSION _____ PENSION NUMBER _____
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Full name: _____

Signed: _____

Date: / /



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute. Kgnr 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 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, 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:** _____