

# APPLICATION FACT SHEET

Thank you for your enquiry on one of our rental properties. Harcourts Ascot value your interest, and will endeavor to make the rental process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and likewise we do not accept every application we receive.

## Application Form

It is essential that each person who wishes to reside in the property complete this in full. Incomplete applications will not be processed. Should you require assistance with completing this form, please don't hesitate to ask. **Please note photocopying is available at the office for 50c an A4 sheet.**

When you return the application to us please ensure you have the following:

## Proof Of Income

This can be in the form of a payslip, accountants letter (if self employed), group certificate or centrelink statement.

## Identification

Each applicant is required to provide photo id, a current rental ledger, confirmation of current address and a minimum of 100 checkpoints using the following table as a guide.

Complete Tenant Ledger	50 Points
Drivers License	40 Points
Photo Id, Passport	30 Points
Reference from Landlord	20 Points
Bank Statement	10 Points
Telstra, Energex, Mobile Ac	10 Points
Current Car Rego Papers	10 Points
Birth Certificate	10 Points

## Tenancy Check

You should be aware that your application will be checked against a national database (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so we can discuss it with you.

## Approval

Once we have verified the details on your application form, it will be submitted to the owner of the property for approval.

You will be notified of the outcome as soon as possible. (The application process usually takes 24-48 hours).

## What Happens Next?

Once your application has been accepted, you will be required to sight the tenancy agreement within 24 hours, at which time your first 2 weeks will be required.

The full bond (in cleared funds) is then payable on or before you collect the keys. Payment can be made with cash, money order, bank cheque or credit card (charges may apply to one or all of these methods).

***Personal cheques will not be accepted and we do not accept bond transfers.***

We understand that moving house can be a traumatic and difficult experience with significant upheaval to all concerned. We would like to make the transition and easy as possible for you, but do request your co-operation with the above.

Should you have any questions at all we would be delighted to answer them.

6/143 Racecourse Road, Ascot

Phone: (07) 3630 0938

Fax: (07) 3268 4486

[rentals.ascot@harcourts.com.au](mailto:rentals.ascot@harcourts.com.au)



## **TICA PRIVACY STATEMENT FOR TENANTS**

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application.

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenants history and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.

# RESIDENTIAL TENANCY APPLICATION APPLICANT 1

Property Address :		Rent : \$
Lease Term :	Commencing :	Number of Occupants :
Full Name :		DOB :
Phone H :	Mob :	Email :
Are You A Smoker? Yes / No	There is no smoking permitted inside any of our properties (outside, balconies and courtyards accepted)	

Current Address :	
Period of Occupancy :	Rent Paid Per Week: \$
Name of Agent/Owner :	Phone :                      Fax:

Previous Address :	
Period of Occupancy :	Rent Paid Per Week: \$
Name of Agent/Owner :	Phone :                      Fax:
Was Bond Refunded in Full : Yes / No	If not, why ? :

Number of Dependants :	Ages :	Pets : Inside / Outside
Drivers Licence Number / Passport No.		Car Type & Registration :

Current Occupation :	
Current Employer :	
Address :	
Phone :	Period of Employment :
Weekly Income : \$	Other Income : \$
If <b>Self Employed</b> , Name of Business :	
Industry :	Accountant Name :
Address :	
Phone Wk :	Mob :



connect

Phone: 1300 554 323  
Fax: 1300 889 598  
Email: info@connectnow.com.au

### A free service – Connecting Your Utilities Has Never Been Easier

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Harcourts Connect is powered by ConnectNow. I consent to ConnectNow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms & conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my address to obtain supply details. It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Please Call Me  yes

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

ID# 7779

## PERSONAL REFERENCES (No Relatives Please)

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## PARENT / GUARDIAN / NEXT OF KIN

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## OTHER RELATIVE (Not Living With You)

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## OFFICE USE ONLY

Current Agent / Owner :	
Previous Agent / Owner :	
Current Employer :	
Accountant :	
Owner of Property :	
Approved By :	Date :
Tenant Notified :	1 <sup>st</sup> 2 Weeks Due :

## RESIDENTIAL TENANCY APPLICATION APPLICANT 2

Property Address :		Rent : \$
Lease Term :	Commencing :	Number of Occupants :
Full Name :		DOB :
Phone H :	Mob :	Email :
Are You A Smoker ? Yes / No	There is no smoking permitted inside any of our properties (outside, balconies and courtyards accepted)	

Current Address :		
Period of Occupancy :	Rent Paid Per Week: \$	
Name of Agent/Owner :	Phone :	Fax:

Previous Address :		
Period of Occupancy :	Rent Paid Per Week: \$	
Name of Agent/Owner :	Phone :	Fax:
Was Bond Refunded in Full : Yes / No	If not, why ? :	

Number of Dependants :	Ages :	Pets :	Inside / Outside
Drivers Licence Number / Passport No.		Car Type & Registration :	

Current Occupation :	
Current Employer :	
Address :	
Phone :	Period of Employment :
Weekly Income : \$	Other Income : \$
If <b>Self Employed</b> , Name of Business :	
Industry :	Accountant Name :
Address :	
Phone Wk :	Mob :

## PERSONAL REFERENCES (No Relatives Please)

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## PARENT / GUARDIAN / NEXT OF KIN

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## OTHER RELATIVE (Not Living With You)

Name :		
Address :		
Phone H :	Wk :	Mob :
Relationship to Applicant :		

## OFFICE USE ONLY

Current Agent / Owner :	
Previous Agent / Owner :	
Current Employer :	
Accountant :	
Owner of Property :	
Approved By :	Date :
Tenant Notified :	1 <sup>st</sup> Week Due :

# DISCLAIMER / AUTHORITY

I/We the said applicants, do solemnly and sincerely declare that the information contained in this application is true & correct and that all of the information was given or my/our own free will. I/We further authorise the letting agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I/We the said applicants declare that :-

1. I/We have inspected the said property and have decided on my/our own accord to rent the aforementioned property.
2. I/We have been informed, understand and agree that the rental for the aforesaid property is within my/our means to support.
3. I/We have been informed, understand and agree that the rental for the said property is to be paid every fortnight and is to be two weeks in advance at all times.
4. I/We have been informed, understand and agree that the bond for the aforesaid property will be equivalent to four weeks rent and I/We further agree and undertake to pay the said bond on/before signing the tenancy agreement. I/We further authorise the managing agent/lessor to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
5. I/We have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I/We authorise the managing agent/lessor to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
6. I/We have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
7. I/We have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
8. I/We have been informed, understand and agree that upon acceptance of this application, we will sight the tenancy agreement within 24 hours and pay our first 2 weeks rent. This will bind us to the agreement.
9. I/We have been informed, understand and agree that the agent may hold an "Open Home" as well as group/individual viewings as required for prospective tenants and or purchasers to view the property. I/We understand that written notification of entry will be given as per requirements under the current legislation unless otherwise agreed. Should the owner decide to place property on the market for sale, I/we understand that notification will be given as per the regulations under the current legislation.
10. By signing this application, all parties acknowledge having given prior approval, in accordance with the Electronic Transactions (Queensland) Act 2001, for electronic transmission of this application and any other related tenancy documents, for signing purposes or otherwise, by such means of communication as have been indicated in this documents (ie facsimile numbers and email addresses).

	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant
Have you ever been evicted by any lessor or agent?	Yes / No	Yes / No
Have you ever been refused another property by any lessor/agent?	Yes / No	Yes / No
Are you in debt to another lessor or agent?	Yes / No	Yes / No
Is there any reason known to you that would affect your rental payment?	Yes / No	Yes / No
Have you received the "TICA Statement For Tenants"?	Yes / No	Yes / No
Have you read, understood & signed the Privacy Act Acknowledgment?	Yes / No	Yes / No
I agree that I am the telephone account holder (or a person nominated by the account holder) and understand that Harcourts New Farm may use the phone details provided to contact me until I advise otherwise.	Yes / No	Yes / No

Name First Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Second Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRIVACY DISCLOSURE STATEMENT OF**  
**SERVARE PTY LTD ATF THE KATLYN UNIT TRUST**  
**TRADING AS HARCOURTS ASCOT**  
**6/143 RACECOURSE ROAD, ASCOT**  
**PHONE : 07 3268 4480**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd and TICA Internal Data Base Program. You can find out more information about these databases at their website. ([www.tica.com.au](http://www.tica.com.au)) Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**PRIVACY CONSENT**

I, the Applicant acknowledge that I have read the Privacy Notice of Servare Pty Ltd ATF The Katylyn Unit Trust T/As Harcourts Ascot, I authorise Harcourts Ascot collect information about me from:

- (a) My previous letting agents and/or landlords
- (b) My personal referees
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Harcourts Ascot to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I authorise Harcourts Ascot to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia contractors & the body corporate (if applicable). I also authorise Harcourts Ascot to refer my details to:

- (a) Financial service products (to assist with a home loan application)
- (b) Insurance services (for contents insurance and other insurance products)
- (c) Utilities (to arrange connection or transfer of telephone, gas, electricity etc)
- (d) Other agents and/or landlords (to assist with future rental applications or other selling agents).

Signed ..... Date:.....  
(Applicant 1) (Applicant 2)