

# Harcourts Carlingford

Shop 2/2 Carmen Drive  
 Carlingford NSW 2118  
 Ph 02 9872 6111 Fax: 02 9872 6100  
[www.harcourtscarlingford.com.au](http://www.harcourtscarlingford.com.au)  
[rentals@harcourtscarlingford.com.au](mailto:rentals@harcourtscarlingford.com.au)

**\*\*\*TENANCY APPLICATION REQUIREMENTS\*\*\***

1. PHOTO IDENTIFICATION (Drivers Licence or Passport & Medicare Card)
2. CURRENT CONFIRMATION LETTER OF EMPLOYMENT & TWO LATEST PAYSLIPS
3. CURRENT TENANCY REFERENCE & TENANCY LEDGER
4. BANK STATEMENT / INTERNET STATEMENT- 30 DAY TRANSACTION HISTORY WITH NAMES SHOWING

How Did You Find Out About This Property?	<input type="checkbox"/> S.M.H	<input type="checkbox"/> Internet	<input type="checkbox"/> For Lease Sign
	<input type="checkbox"/> Agency Walk In	<input type="checkbox"/> Referral	<input type="checkbox"/> Local Newspaper <input type="checkbox"/> Other
Rental Property	Address:		
Tenancy Requirements	Commencement Date: ____/____/____		Length of Tenancy: 6 / 12 Months
Applicant's Full Name and Address	Name: _____		
	Address: _____		
Applicant's Contact Details	☎ (Home)	☎ (Work)	☎ (Mobile)
	E-Mail: _____		
Current Rental Details	Current Rent \$ _____ per week		How long have you lived there? _____ months / years
	Agent/Landlord:	☎ (B)	
	Why are you leaving? _____		
Employment	Current Employer:		
	Your Position:		
	Length of Employment:	Contact Name:	
	Net Monthly/Weekly Income \$	☎ (Business)	
Personal Details	Date of Birth: ____/____/____	Fulltime or Part Time?	
Occupancy Details	Drivers Licence No:	Vehicle Registration:	
	Total number of Occupants who will live in this property:	Passport No:	
	Number and ages of children (if any)	Country of Issue:	
Emergency Contact Details	Name:		Pets? YES / NO
	Address:		Number and Type:
	Phone:		
	Relationship:		

**Confirmation**

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition  Yes /  No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval .....
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Trading Reference Australia (TRA) being undertaken.

**Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

**ALL UNSUCCESSFUL APPLICATIONS WILL BE SECURITY DESTROYED WITHIN 7 DAYS OF COMPLETION**

**Open For Inspection Collection Notice**

Privacy Act 1988, Spam Act 2003, Do Not Call Register Act 2006 and the National Consumer Credit Protection Act 2009.

Harcourts Carlingford, its related entities (including but not limited to Harcourts Australia), subsidiaries, employees, Contractors and the Agent/Broker that will assist you ("we", "us" or "the Group"), stores and uses your personal information collected from you at the open for inspections for security purposes on behalf of our clients. We will also use your personal information to contact you by means of any officer, contractor, employee or agent in relation to this property as well as other properties, products and services which we believe may be of interest to you and for customer feedback on our services. In providing your personal information you consent to us collecting, storing and using your personal information in the manner set out above and you consent to us disclosing your personal information to our related bodies corporate and each of their officers, contractors, employees and agents who may collect, store and use of your personal information in the manner set out above. You acknowledge and agree that this consent is effective consent for the purposes of the Do Not Call Register Act 2006, Spam Act 2003, Privacy Act 1988 and National Consumer Credit Protection Act 2009 and is deemed to be for an indefinite period (unless you advise us differently). If the information is not provided by you we may not be able to provide an effective service to you. You can make any requests relating to your personal information held by us or any complaints regarding treatment of your privacy by contacting 9872 6111 or [rentals@harcourtscarlingford.com.au](mailto:rentals@harcourtscarlingford.com.au)

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to sign a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week/fortnight/month.

I undertake to pay the monies detailed below by direct bank transfer or a bank cheque made payable to the agency upon signing the Residential Tenancy Agreement.

**Statement of Costs**

Rent in Advance (deposit)	1 Calendar Month / Two Weeks Rent	
RENT DUE	EFT PAYMENT A/C NAME: HARCOURTS CARLINGFORD RENT TRUST BSB: 182 222 A/C#: 303 543 003	\$
Rental Bond (4 weeks rent)	To be paid online via Department of Fair Trading Upon approval	\$

**HOLDING FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCES.**

**I / WE VOLUNTARILY CHOOSE TO PAY RENT FOR THE APPROVED RENTAL PROPERTY BY;  
RENT PAYMENT CYCLE**

Please choose from one of the following

- WEEKLY RENT       FORTNIGHTLY RENT       MONTHLY RENT

**CALCULATION: CALENDAR MONTH RENT IS CALCULATED USING THE FOLLOWING FORMULA.**

Weekly rent divided by 7 (days in a week) X 365 (days in a year) divided by 12 (calendar months) = calendar month rent

**\*ALL RENTAL PAYMENTS ARE COLLECTED VIA EFT OR CHEQUE ONLY. NO CASH OR CREDIT CARDS ACCEPTED.**

Applicant's Signature ..... Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent's Signature ..... Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Harcourts Carlingford DO NOT accept reservation fees for properties unless you have written approval.  
RESIDENTIAL TENANCY AGREEMENTS MUST BE SIGNED WITHIN 24 HOURS AFTER APPROVAL.  
The property remains on the market until such time that the leases are signed and monies are paid.**



P.O. Box 120  
Concord NSW 2137  
P: 02 9743 1800  
F: 02 9743 4844  
E: membership@tica.com.au  
ACN: 087 400 379  
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: \_\_\_\_\_

# Harcourts Carlingford

**Address:** Shop 2/2 Carmen Drive, Carlingford NSW 2118  
**Phone Number:** (02) 9872 6111  
**Fax Number:** (02) 9872 6100  
**Email:** [rentals@harcourtscarlingford.com.au](mailto:rentals@harcourtscarlingford.com.au)  
**Web:** [www.harcourtscarlingford.com.au](http://www.harcourtscarlingford.com.au)

## YourPorter

Phone: 1300 400 600  
Fax: 1300 326 468

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Please complete all sections of this application to enable us to connect your utilities.

### Applicant Details

Mr  Ms  Miss  Mrs  Other  Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### Property Details

Property Manager: \_\_\_\_\_  
New Property Address: \_\_\_\_\_  
Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Connection date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities

- Electricity     Gas     Telephone     Internet     Pay TV  
 Car     Life     Health     Home & Contents     Home Loans

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Applicant's Signature ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_