

# Application for Tenancy

[For additional applicants complete another form]



## PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

**PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.**

I apply for a tenancy of the following premises:

**PREMISES:** \_\_\_\_\_

**LANDLORD:** \_\_\_\_\_

## TERMS OF TENANCY

Rent: \$ \_\_\_\_\_ per week/fortnight/month Term: \_\_\_\_\_ Lease start date: \_\_\_\_\_

Number of: tenants: \_\_\_\_\_ adult occupants: \_\_\_\_\_ children: \_\_\_\_\_

Pets (specify details and subject to landlord's/agent's approval): \_\_\_\_\_

First payment of rent in advance \$ \_\_\_\_\_

Rental bond \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Holding fee (see Part 7 below) - deduct if applicable \$ \_\_\_\_\_

Amount payable (cash or bank cheque) on signing tenancy agreement \$ \_\_\_\_\_

Special conditions (if any) or additional matters: \_\_\_\_\_

## Part 1

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: Priv.: \_\_\_\_\_ Bus.: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Car Registration No.: \_\_\_\_\_

Employed  Homemaker  Student  Retired  Unemployed

Allowances or payments received (specify type & amount) \_\_\_\_\_

## Part 2

### EMPLOYMENT HISTORY (Confirmed [ ])

CURRENT EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

PREVIOUS EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

**SELF EMPLOYED:** (provide the following details)

Sole Trader  Partnership  Company

Occupation/Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Company or business name: \_\_\_\_\_ ACN or ABN \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: \_\_\_\_\_

**Verification of income for self-employed:**

- Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
- Company: please provide a current Asset/Liability report from your accountant.

## Part 3

### TENANCY/LIVING HISTORY (Confirmed [ ])

#### Current Living Status

Address: \_\_\_\_\_ Time here: \_\_\_\_\_ mths/yrs

Own  Renting  Boarding  Living at home Other \_\_\_\_\_

**NAME OF CURRENT LANDLORD/AGENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Has lease expired: Yes/No RENT: \$ \_\_\_\_\_ per week/fn/mth No. people on lease: \_\_\_\_\_

**Part 3 (Continued)**

<b>Previous living address</b>	
Address: _____	Time there: _____ mths/yrs
Reason for leaving _____	
<b>NAME OF PREVIOUS LANDLORD/AGENT:</b> (if applicable) _____	
ADDRESS: _____	
CONTACT: _____	PHONE: _____
RENT: \$ _____	

**Part 4**

<b>REFERENCES (Give names and phone numbers)</b>
<b>1. Financial</b> - _____
<b>2. Personal</b> - _____

OFFICE USE ONLY
<b>REFERENCE CHECKS</b>

<b>AUTHORITY &amp; DECLARATION OF APPLICANT</b>
I authorise the landlord's agent -
[a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
[b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
[c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
[d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
[e] I have inspected the subject premises and accept them as inspected.

**NOTE:** The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.

<b>Signature of Applicant:</b> _____	<b>Date:</b> _____
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**Part 5**

<b>PERSON TO BE NOTIFIED IN AN EMERGENCY:</b>
NAME: _____
ADDRESS: _____
PHONE: Private: _____ Business: _____

**Part 6**

<b>TENANT'S AGENT (Optional)</b>
You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.
Name and contact details of tenant's agent (name and address to be included in the lease)
Name & Address _____
Telephone: _____ Fax: _____ Email: _____

**Part 7**

<b>HOLDING FEE</b>
The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of \$ _____ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:
(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**NAME OF LANDLORD'S AGENT:** Wentworth & District Real Estate Pty Ltd

**BUSINESS ADDRESS:** Shop 1,61 Darling Street Wentworth 2648

**Address:** Shop 1,61 Darling Street Wentworth 2648

**Signature of Landlord/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**See following page 4 for disclosures, if any**

**PRIVACY NOTICE**

The Privacy Act 1988 (Cth) regulates the collection, use, storage and disclosure of personal information of the Tenant by the Agent.

The information collected enables the Agent to properly carry out its obligations as Agent for the landlord during the course of the tenancy, including the proper administration and management of the property and the tenant and landlord relationship.

You consent to personal information being collected by the Agent pursuant to this Application. Such information will be collected from the Tenant directly or from authorised third parties (including information that is in the public domain). All personal information is stored by the Agent at its premises or at the premises of a third party service provider of the Agent. Such information may include the information provided by the Tenant in this Application, together with any other personal information of the Tenant or personal information already held by the Agent on any data base. Failure to provide all or any personal information may render the Agent unable to assess the application and/or carry out its obligations as Agent for the landlord.

The Tenant may review or correct any personal information of the Tenant held by the Agent by contacting the Agent. The Tenant may also direct any queries and complaints about the Agent's collection, use, storage or disclosure of the Tenant's personal information to the Agent.

Signature of applicant/s .....

**DISCLOSURE OF MATERIAL FACTS**

The applicant(s)/prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):



## TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.  
All pricing includes GST.

### 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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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.

### Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle 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.

Agency Name: \_\_\_\_\_  
(Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

**Signed by the Applicant(s)**

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

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

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