

TENANCY APPLICATION



Our Agency welcomes your Application and any queries you may have. In order to process this application promptly all information requested is required to be supplied along with all requested identification as seen below. Please have copies of your identification attached to the application to prevent any delays.

DOCUMENTS REQUIRED

Submit one of the following:

- Drivers License
- Proof of Age Card

Submit one of the following:

- Passport
- Birth Certificate
- Medicare Card
- Other Photo ID from Government e.g Pension Card, Student Card

Submit two of the following:

- Car Registration Certificate
- Rates Notice
- Gas Account
- Telephone Account
- Electricity Account
- Bank/Credit Card Statement

Submit the following as applicable:

- 4 Most recent Pay Advices
- Recent Centrelink Income Statement

AGENCY DETAILS

RACHAEL

Email: rachael@yourrealtyqld.com.au

Mobile: 0411 618 541

Office: 07 5483 7331

MICHELLE

Email: michelle@yourrealtyqld.com.au

Mobile: 0403 885 937

Office: 07 5483 7331



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Applicant Details

Name:.....
Current Address:.....
Date of Birth: Mobile: Email:.....
Drivers License Number:..... Expiry: Passport Number:.....
Australia Citizen: YES NO Visa Expiry Date:..... Vehicle Rego Number:.....
Are you currently in debt to any Agency/Landlord? YES NO

Employment

Current Employer:..... Your Position:.....
 Full Time Part Time Casual Length of Employment:.....
Manager’s Name:..... Income: \$..... Phone:.....

If Self Employed

Company Name:..... Trading As:.....
Address:..... ABN:.....
Period of Self Employment:..... Industry:.....
Accountant Name:..... Accountant Phone:..... Income: \$.....

Other Income

Additional Income or Benefit Received:..... Income: \$.....

Applicants History

Current Address:.....
Period of occupancy:..... Reason for leaving:.....
Situation: Renting / Owned / Other..... Agent/Landlord:.....
Rent: \$..... per week Agent/Landlord Phone:.....

Previous Address: (last 5 years)

Address:.....
Period of occupancy:..... Reason for leaving:.....
Situation: Renting / Owned / Other..... Agent/Landlord:.....
Rent: \$..... per week Agent/Landlord Phone:.....

Address:.....
Period of occupancy:..... Reason for leaving:.....
Situation: Renting / Owned / Other..... Agent/Landlord:.....
Rent: \$..... per week Agent/Landlord Phone:.....

Address:.....
Period of occupancy:..... Reason for leaving:.....
Situation: Renting / Owned / Other..... Agent/Landlord:.....
Rent: \$..... per week Agent/Landlord Phone:.....



Tenancy Details:

Address Preference 1:.....
Address Preference 2:.....
Lease Commencement Date: / / Lease Term:..... Weeks / Months / Years
Rent: \$..... per week Bond: \$.....

Emergency Contact Details

Name: Address:.....
Relationship:..... Phone:.....

Referees (All Referees should not be related to you)

Business Reference: Phone:..... Relationship:.....
Personal Reference: Phone:..... Relationship:.....
Personal Reference: Phone:..... Relationship:.....

Use of Premises

Will the Premises be used for Business purposes: YES NO

PETS

Pets Owned:.....
Breed: Registered:.....

Occupants

Number of Adults:..... Number of Children:..... Number of smokers:.....
Full name/s of adult/s and dependents to reside on premises;
1..... 2.....
3..... 4.....

Declarations—Applicant to Complete and Provide Details as required

Have you ever been evicted by any Lessor or Agent? YES NO
Are you in debt to any Lessor or Agent? YES NO
Is there any reason known to you that would affect your ability to pay rent when due? YES NO
Was your bond at your previous address refunded in full? YES NO
Was the property in a satisfactory condition when you inspected it? If not, list requests YES NO

I declare that the information that I have provided is true. I declare that I am not bankrupt or an undischarged bankrupt. I understand that if this application is approved then within 24 hours, all approved applications are to sign the General Tenancy Agreement and pay 2 weeks rent.

In the event that this application is declined it is understood that there is no requirement at law for the agency to disclose the reason behind the application/s being declined.

The applicant agrees that they have inspected the properties they are applying for and accept the condition of the property.

Any holding deposits paid will be forfeited to the landlord should they decide not to take the property after their application has been approved and deposit paid.

The apply parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party.

If the Agency discovers any untruths or inconsistencies in your application it will be declined immediately.

.....
Applicants Signature

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 assessed 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 of 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 \$16.50.

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 tenancy application, comments made by TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Applicants Name:.....

Date:.....

Applicants Signature:.....