

TENANCY APPLICATION PACKAGE

PROPERTY ADDRESS:

All Tenancy Applicants please note the following:

- *THIS OFFICE IS A MEMBER OF TICA DEFAULT TENANCY CONTROL SYSTEM. (A DIVISION OF TENANCY INFORMATION CENTRE AUSTRALASIA HOLDINGS PTY LTD)*
- *ALL APPLICATIONS FOR TENANCY IN THIS OFFICE ARE PROCESSED THROUGH TICA TO CHECK APPLICANT'S PRIOR TENANCY RECORDS.*
- *OUR OFFICE CAN NOT PHOTOCOPY YOUR ID AS BELOW*
- *IF ALL BLANKS ARE NOT FILLED IN AND THE FORM SIGNED, IT WILL NOT BE ACCEPTED. INCLUDING ALL BLANK SPACES FOR WEEKLY RENT, BOND, TERM OF LEASE ETC.*
- *WE REQUIRE THE FOLLOWING INFORMATION/DOCUMENTATION TO BE SUPPLIED TO PROCESS AN APPLICATION:*

1. Photograph identification - Drivers Licence or Passport: **30 Points Each**
2. References from previous landlords or agencies
3. Proof of residential address - i.e. Telstra, Electricity or Gas supply account, bank or credit card statements: **10 Points Each**
4. Copies of previous rental receipts: **10 Points Each**
5. Copies of Medicare or Healthcare cards: **10 Points Each**
6. Copies of previous lease agreements: **10 Points Each**
7. Supporting proof of income – Pay slips: **10 Points Each**
8. On approval of application all monies due **MUST** be paid in full – cash or bank cheque **ONLY** will be accepted. No personal cheques in any circumstances.
9. Only **COMPLETED AND SIGNED** tenancy applications will be processed.

100 POINTS OF ID NEEDED FOR EACH APPLICANT!
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Our office reserves the right to allow for any changes or additions to the above.

Should an applicant fail to provide the above details, the application may not be processed.

APPLICANT DETAILS

Last Name: _____ First Name(s): _____
Date of birth: ____ / ____ / ____ Driver's Lic. No. & state _____
Contact numbers: _____ (H) _____ (W) _____ (M)
Email address: _____
No. of occupants: _____ Adults: _____ Children: _____ Ages: _____
Type of vehicle: _____ Reg. no. & state: _____ OWNED / FINANCED
Pets owned (type x number): _____ Breed: _____ Registered: YES / NO

EMPLOYMENT DETAILS

Occupation: _____ Income: _____ per week nett
Current Employer: _____
Address: _____
Phone: _____
Period of employment: _____ Years _____ Months _____
Contact name (eg Supervisor): _____ Phone: _____
Previous Employer: _____
Occupation: _____ Contact Name: _____
Address: _____
Phone: _____
Period of employment: _____ Years _____ Months _____
Additional income or benefits received: _____ Amount per WEEK / FORTNIGHT nett

CURRENT & PRIOR TENANCY DETAILS

Current address: - _____
Period of occupancy: FROM: ____ / ____ / ____ TO: ____ / ____ / ____
Occupancy basis: OWNED / RENTED (SOLO / SHARED) / LIVING WITH FAMILY / IN ACCOMMODATION (circle one)
Rent paid \$ _____ : _____ per week / fortnight / calendar month
Bond paid \$ _____ : _____ Bond refunded: YES / NO
Reason for leaving: _____
Agent/landlord: _____
Phone: _____ Fax: _____
Previous address: - _____
Period of occupancy: FROM: ____ / ____ / ____ TO: ____ / ____ / ____
Occupancy basis: OWNED / RENTED (SOLO / SHARED) / LIVING WITH FAMILY / IN ACCOMMODATION (circle one)
Rent paid \$ _____ : _____ per week / fortnight / calendar month
Bond paid \$ _____ : _____ Bond refunded: YES / NO
Reason for leaving: _____
Agent/landlord: _____
Phone: _____ Fax: _____

PERSONAL DETAILS

Person to contact in emergency: _____
Address: _____ Phone: _____
Nearest relative not living with you: _____
Relationship: _____ Phone: _____
Address: _____

APPLICANT DETAILS

(continued)

If self employed evidence will be required such as tax or annual returns, accountant's statement - please advise of details

Company or business name: _____

Address: _____

Lessor/agent (if leased premises): _____

PERSONAL REFEREES (Four people we can contact who you have known for at least 12 months)

Name: _____

Address: _____

Phone: _____

Relationship: _____ Phone: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____ Phone: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____ Phone: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____ Phone: _____

The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent YES/NO
If yes give details _____
2. Have you ever been refused a property by any landlord or agent YES/NO
If yes give details _____
3. Are you in debt to another landlord or agent YES/NO
If yes give details _____
4. Have any deductions ever been made from your rental bond YES/NO
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments YES/NO
If yes give details _____

I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

I, the Applicant hereby apply for approval by the Owner of the premises referred to in this form to become the tenant of those premises on the laws and conditions contained in the Residential Tenancy Agreement to be drawn up by the Owner's Real Estate Agent.

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of three / six / twelve months, at a rental of \$ _____ per week/ fortnight / calendar month and that the rental to be paid is within my means. I undertake to pay a rental bond of \$ _____ (4 weeks rent) in cash, or by Bank Cheque or Money Order upon the signing of a Residential Tenancy Agreement.

I/We the Real Estate Agents, acting for the owner of the above premises acknowledge receipt of the above Application.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature: _____ Date _____ / _____ / _____

PRIVACY POLICY & DISCLOSURE

(THIS PRIVACY POLICY MUST BE READ AND SIGNED BEFORE YOUR APPLICATION WILL BE PROCESSED. COUNTER STAFF CAN SIGN ON BEHALF OF TAMWORTH CITY REAL ESTATE WHEN YOU HAND IN YOUR APPLICATION.)

Tamworth City Real Estate respects your right to privacy. We are bound by the National Privacy Principles contained in the *Privacy Act 1988*. Those principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

In our agency business we use personal information collected from tenants and applicants for tenancy in the following ways.

Tenants/Prospective Tenants

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenants' identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory authorities, financial institutions, other agents, operators of tenancy reference databases and to third parties as required by law. If the tenant fails to comply with their obligations under the tenancy agreement that fact may be also disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided we may not be able to process the application.

We will only disclose the above-mentioned information to the parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or otherwise allowed under the Privacy Act 1988.

Real estate and tax laws require some of the above-mentioned information to be collected. If the information is not provided we may not be able to act effectively or at all.

I / we, authorise the agent to disclose personal information contained in my application to the lessor, credit providers, tenant default agencies and references named in the application, and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I / we agree that once a Tenancy Agreement has been entered into, should I / we fail to comply with my / our obligations under the agreement, such failure may be disclosed to third party operators of credit default registry agents or other agents. (Delete those that do not apply.)

.....
Signature of Applicant(s) for Tenancy
Date:/...../.....

.....
Signature of Agent
Date/...../.....

TENANTS ACKNOWLEDGEMENT

I _____ applying for the property at _____
hereby acknowledge that I have viewed the above property and am willing to accept the property in its
current condition and cleanliness.

Signed: _____ Print Name/s: _____

Date: _____

OR

I _____ applying for the property at _____
hereby acknowledge that I have viewed the above property and would like the following cleaning or
maintenance carried out before my application is approved:

Signed: _____ Print Name/s: _____

Date: _____