

APPLICATION FOR TENANCY

PROPERTY ADDRESS: _____

NAME OF APPLICANT: _____

APPLICATION IS MADE ON THE: _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own free will. I/we further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the above property on the _____ day of _____ 20_____.
2. I/We wish to apply to rent the above property for a period of _____ months commencing _____.
3. I/We agree that the rent is _____ per week/fortnight/month and that the rental bond is _____.
4. I/We agree that if approved 2 x weeks rent in advance and 4 x weeks bond is payable.
5. **I/We agree that if approved I/We will pay 1 x weeks rent deposit within 24 hours of approval.**
6. **I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided with a reason for any rejection of this application.**
7. I/We the applicant/s declare that I/we are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we are not paying off any previous rental debt.
8. I/We authorise the agent to access and check any information that may be listed on myself/us on the *TICA DEFAULT TENANCY DATABASE* and any other tenancy database which may be available.
9. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with *TICA DEFAULT TENANCY DATABASE* and any other tenancy database which may be available. I/We understand that in the event of a default being reported to *TICA DEFAULT TENANCY DATABASE* and any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
10. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by EFTPOS, BANK TRANSFER or CASH.
11. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full, in accordance with clause 10 above.
12. I/We agree that I/We will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
13. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
14. I/We upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement and be bound by the terms and conditions of the tenancy agreement.

Applicants Signature

Agents Signature

NOTICE TO PROSPECTIVE TENANTS


Please note the following:

- The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiry.
- Tenants are not to assume that a property has air conditioning or that a property that has gas heating also has the ability to cool. Tenants should make their own enquiries regarding the cooling of the property before accepting the tenancy of the property.
- Unless advised by this office, the property you have just viewed is offered as is. Except for necessary repairs – any alterations/modifications/additions will not be made to this property. **If you are not willing to accept the property as is, please do not apply.**

APPLICANTS NAME			
SURNAME:		GIVEN NAMES:	
BIRTHDATE:	LICENSE/PROOF OF AGE NUMBER:	PASSPORT:	
LAST SUBURB:		STATE:	
SMOKER – YES or NO			
APPLICATS CONTACT DETAILS			
HOME:		WORK:	MOBILE:
EMAIL:			
VEHICLE			
HOW MANY VEHICLES WILL BE KEPT AT THE PROPERTY?			
TYPE:	REGO:	OWNED/FINANCED:	
TYPE:	REGO:	OWNED/FINANCED:	
TYPE:	REGO:	OWNED/FINANCED:	
NUMBER OF OCCUPANTS			
ADULTS:		CHILDREN & AGES:	
OCCUPATION – CURRENT EMPLOYMENT			
EMPLOYER:			
OCCUPATION:		PHONE:	
CONTACT PERSON:		INCOME W / F / M :	
ADDRESS:		PERIOD OF EMPLOYMENT _____ M _____ Y	
ADDITIONAL INCOME			
ADDITIONAL INCOME or BENEFITS RECEIVED:			AMOUNT: \$
ADDITIONAL INCOME or BENEFITS RECEIVED:			AMOUNT: \$
PETS			
PETS:	BREED:	INSIDE PET – YES or NO	
PETS:	BREED:	INSIDE PET – YES or NO	
CURRENT ADDRESS			
RENTAL/HOME ADDRESS:			
AGENT / LANDLORD / OWNER OCCUPIED:			
CONTACT PERSON:		CONTACT NUMBER:	
PERIOD OF OCCUPENCY:	RENT PAID: \$	W / F / M	BOND PAID: \$
REASON FOR LEAVING:			
PREVIOUS ADDRESS			
RENTAL/HOME ADDRESS:			
AGENT / LANDLORD / OWNER OCCUPIED:			
CONTACT PERSON:		CONTACT NUMBER:	
PERIOD OF OCCUPENCY:	RENT PAID: \$	W / F / M	BOND PAID: \$
REASON FOR LEAVING:			
PERSON TO CONTACT IN CASE OF AN EMERGENCY (NOT APPLYING FOR TENANCY)			
CONTACT PERSON:		CONTACT NUMBER:	
RELATIONSHIP TO APPLICANT:		ADDRESS:	
NEAREST RELATIVE NOT LIVING WITH YOU			
CONTACT PERSON:		RELATIONSHIP TO APPLICANT:	
CONTACT NUMBER:	ADDRESS:		

IF SELF EMPLOYED EVIDENCE WILL BE REQUIRED SUCH AS TAX OR ANNUAL RETURN – PLEASE ADVISE OF DETAILS	
COMPANY DETAILS (IF SELF-EMPLOYED)	
COMPANY NAME:	
ADDRESS:	
LESSOR/AGENT:	CONTACT NUMBER:
ABN or CAN:	DATE FORMED:
ACCOUNTANT FIRM:	
CONTACT PERSON:	CONTACT NUMBER:
ADDRESS:	

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 A 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. ARE THERE ANY REASONS KNOWN TO YOU THAT COULD AFFECT YOUR FUTURE RENTAL PAYMENTS?	YES / NO
IF YES, GIVE DETAILS:	
I ACKNOWLEDGE THAT THE LANDLORDS & LANDLORDS AGENTS WILL RELY ON THE TRUTH OF THE ABOVE ANSWERS IN ASSESSING THE APPLICATION FOR TENANCY.	

FREE UTILITY CONNECTION SERVICE	
<input checked="" type="checkbox"/> Yes, Please Contact Me	<p>Unless I have opted out of this section, I/we:</p> <p>Consent to the disclosure of information on this form to Movinghub ABN 64 637 137 154 for the purpose of arranging the connection of nominated utility services; consent to Movinghub disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to Movinghub disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and Movinghub may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst Movinghub is a free service, a standard connection fee and/or deposit may be required by various utility providers. acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and Movinghub shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that Movinghub record all calls for coaching, quality and compliance purposes.</p>
<input type="checkbox"/> <i>Tick here to opt out</i>	 <p>powered by Movinghub™</p>

DECLARATION

THE APPLICANT ACKNOWLEDGES THAT THE AGENT WITH THE APPLICANTS CONSENT WILL VERIFY THESE REFERENCES:

I /We understand this agent is a member of Tica Pty Ltd and will be conducting a Reference Check. I/We authorize this agency to provide any information to TICA for the purpose of verification of my identity or listing. I/We acknowledge that if I/We are listed as a defaulter this Agency/Landlord has the authority to reject My/Our application. I/We recognize that if I/We default or are categorized as an Excellent Tenant will be listed accordingly. I/We also understand that when listed as a defaulter, our name will be deleted from the Tica Database, when the problem is sorted out with the Agent/Landlord.

PRIVACY ACT 1988 | COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, referees, other agents and third part operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant person information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. Personal information may be disclosed after the tenancy. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

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

Applicant Name/s _____

REQUIRED SUPPORTING DOCUMENTATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient documentation.

TWO MOST RECENT PAYSLEIPS OR CENTRELINK STATEMENTS

ONE OF THE FOLLOWING-

- MOTOR VEHICLE REGISTRATION
- ELECTRICITY OR GAS ACCOUNT
- TELEPHONE ACCOUNT
- BANK OR CREDIT CARD STATEMENT
- COUNCIL OR WATER RATES

ONE OF THE FOLLOWING-

- DRIVERS LICENCE
- PASSPORT
- PROOF OF AGE CARD

ONE OF THE FOLLOWING-

- MEDICARE CARD
- HEALTH CARE CARD OR PENSION CARD

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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Limited (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

MEMBER NAME: Orange Real Estate **ADDRESS:** 36 Sale St, Orange, NSW, 2800 **PHONE:** (02) 6360 0300 **EMAIL:** info@orangerealestate.com.au

As a professional asset manager, we collect personal information about you. The information we collect can be assessed by you by contacting our office on the above numbers or addresses.

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 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 Limited to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

SECONDARY PURPOSE

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to debt collection agencies where Tribunal/Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners.

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

TICA STATEMENT

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National 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 TICA default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

PHONE: 1902 220 346 calls are charged at \$5.45 per minute including G.S.T (higher from mobile or pay phone) MAIL: TICA Public Enquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

PRIMARY PURPOSE

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows:

Name, Date of Birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

FURTHER INFORMATION ABOUT TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant information and Privacy Policies or by contacting TICA on our Helpline 1902 220 346 calls charged at \$5.45 per minute including G.S.T (higher for mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

APPLICANTS SIGNATURE

/ / 20

DATE

PRINT NAME

WITNESSED