



Email: [management@cjbowl.com.au](mailto:management@cjbowl.com.au)

**APPLICATION FOR TENANCY:**

**NOTE: AN APPLICATION FOR TENANCY WILL ONLY BE ACCEPTED WHEN THE FOLLOWING INFORMATION IS PROVIDED:-**

- Fully completed application form, Including SIGNED Privacy Acknowledgement.
- Two forms of identification – One MUST be photographic identification – Drivers Licence, Proof of Age or Passport. Other may be Credit/debit or Medicare Card.
- Proof of current residential address (e.g. telephone account, electricity account).
- Copy of current rent ledger (if applicable). Simply ask your agent to print you a copy.
- Supporting proof of income for payment of rent (e.g. pay slip, bank statement, letter from employer/accountant, Social Security Statement).
- Reference (if a reference is in writing we require a contact phone number for the person giving the reference).
- Tenants are responsible for connecting services such as phone, electricity, gas etc. It is highly recommended that all tenants have their own contents Insurance).

**PREMISES APPLIED FOR:**

Address: \_\_\_\_\_  
Rent p/w: \_\_\_\_\_ Lease term (please circle) 6month/ 12 month/ other  
Preferred move in date: \_\_\_\_\_

**APPLICANT (One application must be completed for each applicant)**

Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Phone (Hm): \_\_\_\_\_ (Wk): \_\_\_\_\_ (Mob): \_\_\_\_\_  
Email: \_\_\_\_\_  
Drivers Licence Number: \_\_\_\_\_ Car Rego No: \_\_\_\_\_

**NUMBER OF PERSONS WHO WILL OCCUPY THE PREMISES:**

Adults: \_\_\_\_\_ Children \_\_\_\_\_ Children ages: \_\_\_\_\_

Pets: (Type & Age): \_\_\_\_\_

Do you smoke? Yes/No \_\_\_\_\_

**TENANT RENTAL HISTORY:**

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

Is your present address rented? Yes / No Rent / week: \_\_\_\_\_

Name of Agent/Owner: \_\_\_\_\_ Phone number: \_\_\_\_\_

If you own/sold your home, name and phone number of selling agent/Owner:  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:**

Was your previous address rented: Yes / No Rent / week: \_\_\_\_\_

Name of Agent/Owner: \_\_\_\_\_ Phone number: \_\_\_\_\_

If you own/sold your home, name and phone number of selling agent/Owner:  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**INCOME DETAILS:**

Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Telephone: \_\_\_\_\_

Net weekly income: Copy of pay slip required: \_\_\_\_\_

**If Self Employed:** Name of Business: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_ How long self employed: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone No: \_\_\_\_\_

**REFERENCES:**

Personal referees (Do not include relatives):

1. \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of relatives or other persons to contact in case of emergency:

1. \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_ Telephone: \_\_\_\_\_

## PRIVACY ACKNOWLEDGEMENT

The Agent collects personal information about the prospective tenant (applicant) from the applicant and other sources (including, but not limited to, tenancy reference databases, referees, employers (current and former) and other Agents) as a result of this application. It also collects such information during any tenancy should the application be successful. The information collected is necessary for the agent to verify the applicant's identity, to process and evaluate the application, to perform the agent's obligations under or arising from its management agreement with the landlord and to manage the tenancy should the application be successful.

Personal information collected about the applicant as a result of this application, or during any tenancy should the application be successful, may be used and disclosed for the purpose for which it was collected. Disclosure may be made to parties including, but not limited to, the landlord (whether in Australia or elsewhere) and their advisers, referees, employers (current and former), other agents, third party operators of tenancy reference databases, government agencies, financial institutions and tradespeople. Information already held on tenant reference databases about the applicant may also be disclosed to and used by the agent and the 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 personal information about the applicant may be also disclosed to the landlord, third party operators of tenancy reference databases, other agents and debt collection agencies. Other members of third party operated tenancy reference databases may also be entitled to access information about the applicant entered on the databases. If information about the applicant is entered on the tenancy reference database, it could have an adverse effect on the applicant's ability to obtain future rental accommodation.

We may also use some information, such as the amount of rent being paid, for marketing purposes. Such information may be disclosed to landlord's prospective landlords, tenants and prospective tenants.

In order to process the applicant's application, it may be necessary for the agent to contact the applicant's referees or employer (either current or former). In the event the referee or employer declines to provide any information about the applicant to the agent for privacy reasons, the applicant hereby consents to the agent sending that person a copy of this notice.

If the applicant would like to access the personal information the agent holds about them, they can do so by contacting the agent at 3/352 Corner of Merrigang & Bong Bong Streets Bowral. Telephone 02 48612550. Facsimile 02 48613550. Email [management@cjpbowral.com.au](mailto:management@cjpbowral.com.au).

If the information is not provided the agent may not be able to process the application, manage any tenancy (should one arise) or otherwise perform its obligations under any management agreement with the landlord.

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

Name of applicant: \_\_\_\_\_

Signature of applicant: - \_\_\_\_\_

## **TICA STATEMENT FOR TENANTS/APPLICANTS**

The Privacy Act requires that any organisation that collects information on individuals must make reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups:-

- Member of TICA Default Control Pty Ltd
- Individuals who make a tenancy application
- Individuals who engage the services of a property manager

Under National Privacy Principal 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA default Tenancy Control Pty Ltd (herein referred to as TICA) is incorporated in the state of NSW. TICA is a service provider to the rental accommodation industry throughout Australia and New Zealand and the United Kingdom, which collects information about tenancy applicants and tenants who breach their tenancy agreements. Under national Privacy Principal 1.3 (c) we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 1902220346, call charge \$5.45 p.m. including GST. For free access to personal information, write to TICA at PO Box 120 Concord NSW 2137. Due to the volume of free access inquiries the process time may take up to 45 days for a file to be forwarded.

Under National Privacy Principal 1.3(b) an individual is able to contact TICA and know that information, if any, is held on an individual on the TICA database.

Under National Privacy Principal 1.3(d) an individual is entitled to know that organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA, for the purpose of accessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than accessing a tenancy application, other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA>

Under National Privacy Principal 1.3 (f) you are entitled to know what consequences, if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager, then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passes on to another applicant for consideration.

## **WHAT IS DEFAULT WITH TICA?**

- Arrears of rent – a tenant can be reported to TICA from the time of arrears.
- Breaking a Tenancy Agreement – A Tenant can be reported to TICA for breaking tenancy agreement.
- Absconding – A tenant can be reported to TICA for leaving without providing notice.
- Breaches of the Body Corporate Laws – A tenant can be reported to TICA for not complying with Body Corporate Laws.
- Dishonoured cheques – Where a rent payment is made and it is dishonoured, it can be reported to TICA.
- Tribunal and Court Orders – Any orders made against a tenant may be reported to TICA.
- Poor Periodic Inspections – If a property is not kept in a reasonable state, the matter can be reported to TICA
- Rental Bond Claims – An agent can report any bond claims to TICA.
- Unauthorised Pets – If a tenant keeps an unauthorised pet in can be reported to TICA.
- Subletting without consent – If a tenant sublets without consent the matter can be listed with TICA>
- Bankruptcy – If a tenant wishes to list their bankruptcy details with IAC, they can do so.
- Schemes of Agreement – Where a tenant agrees to pay off a previous debt the matter can be listed with TICA.
- Noise and Nuisance – If a tenant or their guest's behaviour causes obstruction to other persons peaceful enjoyment, the matter can be listed with TICA.
- Damage to the Property – Any damage (other than fair wear and tear) caused by the tenant or their guests can be reported to TICA.
- Taking possession without consent – Where a person takes possession of a property without consent, the matter can be listed with TICA.

Photo identification- Passport or Drivers Licence	YES	NO
References from a previous landlord/ agent	YES	NO
Last THREE rent receipts or copy off full rent ledger	YES	NO
Copy of previous accounts e.g. Telstra, Rates, and Electricity	YES	NO
Current Motor Vehicle Registration	YES	NO
Have you ever been evicted by any owner or agent?	YES	NO
DO YOU SMOKE?	YES	NO
Are you in debt to another Owner/Agent?	YES	NO
Was your rental bond at your last address refunded in full?	YES	NO

If NO what deductions were made?	Rent Arrears	\$.....
	Repairs	\$.....
	Cleaning	\$.....

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1. I/ the applicant(s) declare that the above information is true and correct and that I have supplied it of my own free will AND I/we hereby authorise you as the letting agent to conduct any enquiries, and or searches, including any tenancy information databases in order to verify the above information.
  2. I/ acknowledge that any false information I/ provide in this application could jeopardise this application and any subsequently tenancy agreement I/ enter into on approval by the lessor or agent.
  3. I/ acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reason for the rejection.
  4. I/ the Applicant/s declare that I/ am not bankrupt and that the rental is within my means.
  5. I/the Applicant understand that if I have not inspected the property with a representative of Campbell Jones Management my application for tenancy will not be formally approved until an inspection has taken place.
  6. I/the applicant have inspected the premises and wish to take a tenancy for a period of .....months from the            /            /            at a rental of \$..... Per week.  
I/ also undertake to pay a rental Bond of \$.....When I/ sign the Agreement.

APPLICANTS SIGNATURE.....  
DATE.....