

TENANCY APPLICATION FORM

Property Address:

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 Ltd (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: Chapman, Gould & May Real Estate Pty Ltd Address: 554 Stanley Street, Albury NSW 2640
Ph: (02) 6041 4132 Fax: (02) 6021 3999 Email: reception@realestatealbury.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses. Before a tenancy 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 - Referees to validate information supplied in your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Other Real Estate Agents to assess the risk to our clients

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 the Lessors / Owners insurer in the event of an insurance claim
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history. - 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 tenants 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: 190 222 0346 calls are charged at \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Enquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

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.

Full details about TICA can be found on TICA's website at under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from 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.

Signed By The Applicant/s Signature: _____ Print name: _____ Date: ___/___/___

Witness: _____ Print name: _____ Date: ___/___/___

Thank you for applying with Chapman Gould & May Real Estate

NOTE: This application will not be process unless the following are received:

IDENTIFICATION CHECK – At least 100 points must be provided

✓	Type	Points
	Current drivers' licence *	40
	Passport *	40
	Birth certificate	30
	Proof of age card	30
	Medicare card	20
	Credit card	20

✓	Type	Points
	Motor vehicle registration	10
	Bank statement	10
	Telephone account statement	10
	Gas account statement	10
	Electricity account statement	10
Total:		

* Either a current driver licence OR a passport must be included in the 100 points of identification

Please also attach the following documents:

✓	Proof of rental history
	Last four rental receipts OR
	Printout of rental ledger
	Council rates notice (for home owners)
Proof of current address	
	Utility statements (no greater than 6 months old) OR
	Current vehicle registration papers OR
	Council rates notice

✓	Proof of Income
	Three previous pay slips OR
	Bank statement OR
	If self-employed – tax returns & business registration
References	
	Two personal references <u>AND</u>
	One employment reference <u>AND</u>
	One rental reference (if not a home owner)

APPLICATION APPROVAL

- Please allow 72 hours for your application to be processed; we process these as soon as we can and we thank you for your patience.
- You are required to answer the questions on the following pages to the best of your ability. Any false information provided could jeopardize your application.

ONCE APPROVED

- Within 24 hours of being approved – 1 weeks rent payable electronically into our trust account as a holding deposit, which holds the property for you for a period of 7 days and a second weeks rent payable at least 2 days prior to lease commencement date.
- The holding fee will be banked into a Trust Account and any refund given will be by way of EFT.
- Should the applicant refuse or decline to enter into a residential tenancy agreement after being approved by the Landlord, then the Landlord will retain the holding deposit. Upon signing the residential tenancy agreement this holding deposit will be applied to rent from the first day of your tenancy agreement.
- A Bond, equal to 4 weeks rent, payable at least 2 days prior to lease commencement, payed to Rental Bonds Online via the link sent to you in your new tenant email

TENANCY DETAILS

Address: _____

Lease Commencement Date: ___ / ___ / ___

Lease term: _____ months

Rent: _____ per week

Bond: _____

APPLICANT DETAILS (Separate application form to be completed by each adult)

Name: _____

Current Address: _____

Date Of Birth: ___ / ___ / ___

Vehicle Registration: _____

License/Photo ID No: _____

State of Issue: _____

Expiry: ___ / ___ / ___

Phone (H): _____

Phone (W): _____

Phone (M): _____

Email: _____

Smoker (please circle): YES NO

OCCUPANTS

Number of Adults: _____ Number of Children: _____ Ages: _____

Full name/s of adults and children to reside on the premises:

1. _____ 2. _____
 3. _____ 4. _____
 5. _____ 6. _____

PETS

Type/Breed: _____ Age: _____ Number: _____

RENTAL HISTORY

Current Address: _____

Renting _____ Home Owner _____ Period of Occupancy: From: ___/___/___ To: ___/___/___

Landlord/Agent Details (if applicable) Name: _____ Phone: _____

Rent: _____ per _____ Reason for Leaving: _____

Previous Address: _____

Renting _____ Home Owner _____ Period of Occupancy: From: ___/___/___ To: ___/___/___

Landlord/Agent Details (if applicable) Name: _____ Phone: _____

Rent: _____ per _____ Reason for Leaving: _____

Have you ever been evicted from a property? Yes No Have you been before the tribunal? Yes No

Are you currently in debt to any Landlord or agent? Yes No Was your bond refunded in full? Yes No

EMPLOYMENT DETAILS

Occupation: _____ Employer: _____

Contact: _____ Phone: _____

Length of employment: _____ Full Time Part Time Casual Weekly NET income: _____

If self-employed please provide proof of income in any of the following: tax return, letter from accountant, bank statement

Centrelink Payment Type: _____ Amount Received: _____ per week / fortnight / month

Student at: _____

Course Name: _____ Duration: _____

REFEREES (All referees should NOT be related to you)

Referee: _____ Phone: _____ Relationship: _____

Referee: _____ Phone: _____ Relationship: _____

EMERGENCY CONTACT

Next of Kin: _____ Phone (H): _____

Address: _____ Mobile: _____

Other: _____ Phone (H): _____

Address: _____ Mobile: _____

PAYMENT

Should your application be accepted by the landlord, please indicate which method of payment would be used to pay your rent:

Direct Credit

Cash/Bank Cheque

The payment will be made each: Week Fortnight Month

Are you going to be seeking Department of Housing support for your bond/rent Yes No

If your bond is by Department of Housing, it must be received prior to collecting keys.

PROPERTY CONDITION

Have you viewed the property? Yes No* If "yes" the date viewed is: ____/____/____

* If no, please be advised your application cannot be processed until you have viewed the property.

Do you agree to accept the property as presented? Yes No If "no" give details _____

I, the tenant, acknowledge that the landlord will attend to any repairs under the OH&S and any non-essential requests for repairs may not be attended to by the landlord. Yes No

I, the said applicant do solemnly and sincerely declare that:

1. The information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letter Agent to conduct any enquiries and/or searches with regard to the information and references supplied in the application.
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ____/____/____ for a period of _____ months.
3. I have been informed, understand and agree that
 - a) the rent for the said property is to be \$_____ per week and is within my means of support.
 - b) the bond for the aforesaid property will be \$_____ and I further agree to undertake to pay the said bond on/before signing the Tenancy Agreement. I further authorise the letting Agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
4. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information applied on the Tenancy Application submitted by me.
5. I have been informed and understand that my application will be checked through TICA.
6. I have been informed, understand and agree that should this application not be accepted, the Agent is not required to or obliged to disclose why or supply any reason for the rejection of the application.
7. I understand that the landlord/agent will not be liable for any costs involved in having the phone connected.

Signed by the applicant:

Signature _____ Date: _____

How did you find out about this property? (Please tick)

<input type="checkbox"/>	Realestatealbury.com.au	<input type="checkbox"/>	Domain.com
<input type="checkbox"/>	Realestate.com.au	<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Instagram	<input type="checkbox"/>	Other: _____