



## Tenancy Application Form

Each adult who would like to live in the property must submit an individual form.

Please attached the following items if applicable –

Drivers Licence

Motor Vehicle Registration Certificate

Passport

Bank Statement

Other Photo ID

Telephone Account

Electricity Account

Gas Account

Previous Tenancy Reference

Previous Rental Ledger

Pension Card

Wage Advice/Pension Statement

### PROPERTY DETAILS

Address of Property You Wish To Apply For:

1<sup>st</sup> Preference: \_\_\_\_\_ \$ \_\_\_\_\_

2<sup>nd</sup> Preference: \_\_\_\_\_ \$ \_\_\_\_\_

**Where did you first see the property advertised? (Please circle one)**

Website (which site?) \_\_\_\_\_ Newspaper Facebook

Office Rental List For Lease Signboard

### BOND DETAILS

Own  Government

Lease commencement date: \_\_\_\_\_

Preferred Lease Term: 6 months / 12 months / Other Smoker: Yes / No

Number of people to occupy property: Adults \_\_\_\_ Children \_\_\_\_ Ages of Children \_\_\_\_\_

Pets: Yes / No Breed: \_\_\_\_\_ Age: \_\_\_\_\_

### PERSONAL DETAILS

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_

Drivers Licence State: \_\_\_\_\_

Expiry: \_\_\_\_\_

Passport No: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Number of vehicles to be at premises: \_\_\_\_\_

Car Make / Model: \_\_\_\_\_

Rego: \_\_\_\_\_



**CURRENT HOUSING**

Current Address: \_\_\_\_\_

Renting / Boarding / Owned

Current Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Rental Amount: \$\_\_\_\_\_ per week

Period of Occupancy: From \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Reason For Leaving: \_\_\_\_\_

**PREVIOUS RENTAL / HOUSING HISTORY**

Address 1: \_\_\_\_\_

Renting / Boarding / Owned

Current Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Rental Amount: \$\_\_\_\_\_ per week

Period of Occupancy: From \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Reason For Leaving: \_\_\_\_\_

Address 2: \_\_\_\_\_

Renting / Boarding / Owned

Current Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Rental Amount: \$\_\_\_\_\_ per week

Period of Occupancy: From \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Reason For Leaving: \_\_\_\_\_

**STUDENT (if applicable)**

Name of Tafe/Uni/College: \_\_\_\_\_ Course: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ From \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Income: \_\_\_\_\_

**CURRENT EMPLOYMENT**

Current Employer: \_\_\_\_\_ From: \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Your Position Held: \_\_\_\_\_ Full Time / Part Time / Casual

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Current Income: \$\_\_\_\_\_ net per week / month



**PREVIOUS EMPLOYMENT**

Previous Employer: \_\_\_\_\_ From: \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Your Position Held: \_\_\_\_\_ Full Time / Part Time / Casual

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Current Income: \$ \_\_\_\_\_ net per week / month

**IF SELF EMPLOYED**

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_

From: \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Income: \$ \_\_\_\_\_ net per week / month / year

**IF YOU RECEIVE CENTRELINK PAYMENTS**

Type of Payment: \_\_\_\_\_

Customer Reference Number: \_\_\_\_\_

Pension Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ net per week / fortnight / month

**IF YOU RECEIVE INCOME FROM AN INVESTMENT PROPERTY**

Property Address: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per week

Current Managing Agent: \_\_\_\_\_

**EMERGENCY CONTACT**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

**REFERENCES**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_



If accepted for the aforementioned property I agree that all payments must be made **fortnightly in full, in advance.**

I have been informed, understand and agree that the bond for the property will be:

- Equivalent to four weeks rent for NSW properties
- Equivalent to one calendar month rent for VIC properties

I further agree and undertake to pay the said bond on or before the commencement of the residential tenancy agreement.

Should the landlord of the property accept this application, I agree to pay one week rent to the letting agent within 24 hours of being accepted and to sign a Residential Tenancy Agreement. This payment will hold the property for me until the commencement of the Lease.

Each adult to occupy the premises are to complete an application form for the property. Only those people listed on the lease are to occupy the premises (except children).

Should tenants wish to change occupants, all changes must be approved by the agent after completing an application form.

I, as the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the enclosed information is true and correct. I have inspected within the named premises and wish to take a tenancy for such premises. I acknowledge Leading Property Group may conduct independent reference and credit checks to this application.

This property is offered subject to the owner's approval and every effort will be made for occupation to be available at the suggested commencement date. I declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquires to provide information to the landlord for the purpose of assessing my eligibility to rent the property.

The availability and adequacy of TV Connections; telephone lines; Internet Services are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property.

### Utility Connection Services

**myconnect**



Ph : 1300 854 478

Fax : 1300 854 479

enquiry@myconnect.com.au

www.myconnect.com.au

MyConnect is a FREE & EASY to use utility connection service available for tenants

**Yes, Please Contact Me**



Unless I have opted out below, I: consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect 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 myconnect 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.

Tick here to opt out



**Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

This form provides information about how we, Leading Property Group, handle your personal information, as required by the National 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 cannot process your application.

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.

**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 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.

We 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:

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- 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 the TICA Group may collect personal information about you, the following information about the TICA Group 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. 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 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 the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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

**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 The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

**Applicant Name:** .....

**Applicant Signature:** ..... **Date:** .....