

Protem Real Estate Pty Ltd
 180 Murray Street Finley NSW 2713
 Phone: 03 5883 4430
 Email: rebecca@protemrealestate.com



Residential Tenancy Application Form

PROPERTY ADDRESS:			
Weekly Rental \$	Lease Commencement Date:	Preferred Lease Term:	months / years
APPLICANT NAME IN FULL: (Mr, Mrs, Miss, Ms, Dr)			
Date of Birth:	Driver's Licence / Passport No.	State/Country of Issue:	
Expiry Date:	Home Phone No.	Work Phone No.	
Mobile No.	Email Address:		
Vehicle Rego:	Type of Vehicle:	The vehicle is: OWNED / FINANCED	
No. of occupants who will reside at the property - ADULTS:	CHILDREN:	Ages of Children:	No. of Pets:
Type / Breed:	Registration Numbers:		

CURRENT ADDRESS:		
Period of Occupancy:	Weekly Rent Paid: \$	Bond: \$
CURRENT AGENT / LANDLORD:		Contact Name:
Phone No.	Reason for leaving:	
PREVIOUS ADDRESS:		
Period of Occupancy:	Weekly Rent Paid: \$	Bond: \$
PREVIOUS AGENT / LANDLORD:		Contact Name:
Phone No.	Reason for leaving:	

CURRENT EMPLOYMENT DETAILS – Position / Job Title:		Income: \$
Current Employer:	Address:	
Period of Employment:	Contact Name:	Phone No.
Additional Income: \$	Type of Income / Benefit:	
PREVIOUS EMPLOYMENT DETAILS - Position / Job Title:		Income: \$
Previous Employer:	Address:	
Period of Employment:	Contact Name:	Phone No.
**IF YOU ARE SELF EMPLOYED - Company or Business Name:		
Business Address:	Lessor / Agent:	
A.C.N or Business Registration No.	Date Formed:	
Accountant:	Contact Name:	Phone No.

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PERSON TO CONTACT IN CASE OF AN EMERGENCY - Full Name:	
Contact Phone No.	Address:
NEAREST RELATIVE NOT LIVING WITH YOU - Full Name:	
Contact Phone No.	Address:

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

If you have answered 'YES' to any of the above questions, please provide details:

IMPORTANT INFORMATION – APPLICANTS PLEASE NOTE:

APPLICATION REQUIREMENTS:	AT THE TIME OF SIGNING THE LEASE WE REQUIRE:
<ul style="list-style-type: none"> • This application must be completed in full (3 pages total) and relevant documentation must be submitted before your application can be processed. • 100 points of ID must be submitted with each application (see below) 	<ul style="list-style-type: none"> ⇒ 4 WEEKS RENT AS BOND ⇒ 2 WEEKS RENT IN ADVANCE

****WE REQUIRE 100 POINTS OF IDENTIFICATION WITH EACH APPLICATION****

*Prior to any tenancy application being considered, each applicant is required to submit copies of sufficient identification which totals 100 points. Should you have difficulties in providing this identification, please advise us prior to completing. PLEASE NOTE: you must include atleast one of the items marked with * next to the points.*

▶ DRIVER'S LICENCE / PASSPORT	30 points*	▶ MOTOR VEHICLE REGO	15 points
▶ PROOF OF AGE CARD	30 points*	▶ BANK OR CREDIT CARD STATEMENTS	15 points (each)
▶ PREVIOUS 4 RENT RECEIPTS	20 points	▶ UTILITIES ACCOUNT/BILL Eg. Gas / Elec/ Phone	15 points (each)
▶ TENANCY HISTORY LEDGER	20 points	▶ PENSION OR HEALTH CARE CARD	15 points (each)
▶ PREVIOUS TENANCY AGREEMENT	20 points	▶ COUNCIL / WATER RATES	15 points
▶ RENTAL BOND RECEIPT	20 points	▶ BIRTH CERTIFICATE	10 points
▶ PAY ADVICE	15 points	▶ MEDICARE CARD	10 points

APPLICANT DECLARATION:

I, the said applicant, declare that all information contained in this application (including the reverse side) is true and correct and provided of my own free will. I declare that I have inspected the premises and that I am not bankrupt. I further declare that:

1. I authorize the agent to contact any of the referees I have supplied in this application for verification of the information I have provided. I agree to allow the agent to photocopy the information supplied by me for their records. I authorize the agent to access any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
2. If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
3. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.
4. I acknowledge that this application is subject to the approval of the owner/landlord. Should my application be rejected, no legal action will be taken against the landlord.
5. I agreed and understand that if my application is approved, all initial monies are to be paid to the agent in CASH. I understand that no keys for the property will be provided by the agent until all monies owed are PAID IN FULL.
6. I agree that upon acceptance of this application, this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and will be bound by the terms and conditions of the Tenancy Agreement.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

Applicant Signature: _____

Date: _____

Print Name: _____

OFFICE USE ONLY			
	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>	TICA CHECK DETAILS:
RENT	\$ _____	PREVIOUS LANDLORDS OR AGENTS	APPLICANT NAME: _____
BOND	\$ _____	100 POINT CHECKLIST PASSED	METHOD: Internet Check
OTHER	\$ _____	TICA CHECK COMPLETED BY PHONE OR INTERNET	RESULTS: NO INFORMATION FOUND <input type="checkbox"/> INFORMATION FOUND <input type="checkbox"/>
TOTAL	\$ _____	LANDLORD CONTACTED	NOTES:
LESS DEPOSIT	\$ _____	ACCEPTED	_____
OWING	\$ _____	REJECTED	_____

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PRIVACY ACKNOWLEDGEMENT FORM FOR TENANCY 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 the disclosure 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 can not process your application. As professional asset managers we collect personal information about you. The information we collect can be accessed by you by contacting us on the below details.

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0438 970 758

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and if considered acceptable, to provide you with a Residential Tenancy Agreement.

In order to assess your application, we need to disclose your personal information to:

- The Landlords / Owners for approval
- TICA Default Tenancy Control 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 tenancy application
- Other Real Estate Agents to assess the risk to our client/s.

Secondary Purpose:

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

- Tradespeople to who may need to contact you for repairs and maintenance of the property.
- Tribunals and Courts who are seeking orders or remedies.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Debt Collection Agencies where Courts/Tribunals have been awarded.
- The Landlord/Owner's insurer in the event of an insurance claim.
- Other Agents/Landlords to provide future rental references.

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 it's 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 disclose to any of our databases. To obtain your personal 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 GST (higher from mobiles or pay phones)

Mail: TICA Public Inquiries PO BOX 120 CONCORD NSW 2137 at a fee of \$14.30

TICA Primary Purpose:

TICA collects personal information from it's 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 organization for any other purpose other than assessing a tenancy application of risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA holds is as follows:

Name, date of birth, driver's licence number, proof of age card and 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 Detail 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 their helpline 1902 220 346. 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.

Signature

Print Name

Date

Witnessed