

## Application for Tenancy

<b>1. Tenancy Details</b>	
Address of Property You Wish to Apply For	
Preferred Start Date	
Preferred Lease Term	
How Many People Will Live at the Property?	
Adults <input type="text"/>	Children <input type="text"/> Ages of Children
Will You Have Pets At The Property? No <input type="checkbox"/> Yes <input type="checkbox"/> How Many? <input type="text"/>	
Type & Breed	
<b>2. Applicant Details</b> Each Adult Applicant Must Complete a Tenancy Application	
First Name	
Surname	
Date of Birth	
Home Phone No.	
Work Phone No.	
Mobile No.	
Email Address	
Drivers Licence or Passport No.	
Car Registration No.	
<b>3. Employment Details</b> Current and Previous	
<b>Current Occupation</b>	
Employer or Centrelink Details	
Employers Address	
Contact Name	
Contact Nos.	
Length of Employment	
Weekly Income	
<b>Previous Occupation</b>	
Previous Employer	
Employers Address	
Contact Name	
Contact Nos.	
Length of Employment	
Weekly Income	
Accountant Contact Details if Self-Employed	
<b>4. Emergency Contact Information</b> A Person Who Will Not Be Living at the Property	
Name	
Relationship	
Address	
Contact Nos.	

<b>5. Housing/Tenancy History</b> Current and Previous	
Are You Moving From Own Home <input type="checkbox"/> or Moving From Rented Accommodation <input type="checkbox"/>	
<b>Current Address</b>	
Length Of Time At Current Address	
Weekly Rent	
Reason for Leaving	
Landlord/Managing Agent Name & Contact Details	
<b>Previous Address</b>	
Length Of Time At Previous Address	
Weekly Rent	
Reason for Leaving	
Landlord/Managing Agent Name & Contact Details	
Are You In Debt or Dispute With Any Landlord or Agent? No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>6. References</b> Business and Personal, But Not Related To You	
Name, Contact No. & Relationship	
Name, Contact No. & Relationship	
Name, Contact No. & Relationship	
<b>7. Identification</b> Minimum 100 points is Required	
Photo Drivers Licence	<input type="checkbox"/> 40 Points
Passport	<input type="checkbox"/> 40 Points
Tenancy Ledger	<input type="checkbox"/> 40 Points
Copy of Birth Certificate	<input type="checkbox"/> 30 Points
Other Photo ID	<input type="checkbox"/> 30 Points
Medicare Card	<input type="checkbox"/> 20 Points
Written Tenancy Reference	<input type="checkbox"/> 20 Points
Phone or Electricity Accounts From Current Address	<input type="checkbox"/> 20 Points
<b>8. Income Details</b>	
Current Pay Slips	<input type="checkbox"/>
Bank Statements	<input type="checkbox"/>
Centrelink Letter	<input type="checkbox"/>
Employer Letter	<input type="checkbox"/>
APPLICANTS SIGNATURE .....  DATE .....  Please read and acknowledge the Terms of this Application on the back of this page.	

## Application for Tenancy

### Terms of this Application

#### DECLARATION BY THE APPLICANT

I declare that all the details provided are true and correct and that I am not bankrupt or insolvent.

#### AUTHORITY BY THE APPLICANT

By submitting this application, I authorise the landlord's agent -

- (a) to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant,
- (b) to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and,
- (c) to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement.
- (d) I 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 also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
- (e) I agree that the connection of telephone services and cable is the sole responsibility of the tenant and the tenant should make their own investigations as to the availability of the services before accepting the tenancy of the property.
- (f) I agree and understand that in the event of this application being approved all initial monies will be paid to the agent's nominated trust account.
- (g) I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause above.
- (h) I agree that I/we will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
- (i) I agree to allow the agent to photocopy the information supplied by me for their records.
- (j) I agree that upon communication of acceptance of this application by the landlord or his agent, I will sign a tenancy agreement, and be bound by the terms and conditions of that tenancy agreement.

#### PRIVACY STATEMENT

The agent is committed to the principles of the Privacy Act 1998 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

#### APPLICANTS

SIGNATURE .....

DATE .....

### General Information

Our office is open Monday to Friday 9.00am - 5.00pm (NSW) and Saturday 9.30am - 12.00pm (NSW)

A Tenancy Application Form must be completed before inspections of any rental properties can be arranged.

Applications cannot be processed unless all information and documentation is provided.

In most instances, we are able to process your application within 3 days and advise you by telephone. However, if there are delays in being able to contact referees, for example, this time may be longer.

A Holding Fee of 1 week's rent can be accepted after the Tenancy Application is approved by the Landlord and used in accordance with Section 24 of the NSW Residential Tenancies Act 2010.

The following monies are payable upon signing a tenancy agreement.  
**2 weeks rent, plus a Rental Bond of 4 weeks rent.**

### Office Use Only

#### CHECKS COMPLETED

- Employment Details ☐
- Tenancy History ☐
- References ☐
- TICA ☐



## **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 Australian 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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian 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)  
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80  
Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

## **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 organisation 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

## 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 Australian 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 can not process your application.

Agency Name: Raine + Horne Murwillumbah  
(Herein referred to as the "Agent")

Address: cnr Commercial Rd + Wollumbin St, Murwillumbah

Phone: 02 6672 4477 Fax: 02 6672 4919

Email: property@murwillumbah.rh.com.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

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

### Signed by the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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