

TENANCY APPLICATION

*** IMPORTANT ***

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Property Address: _____ Rent PW: _____

Term: 6 Months / 12 Months Start Date: / / Applicants: Adults _____ Children _____

When applying for a property, **ALL OCCUPANTS** must complete an application form. Applications will not be processed until all applications have been received along with all details fully completed and supporting documents photocopied and attached. The completion of this application is not an acceptance.

I, the applicant, declare that the information provided in this application is true and correct and has been supplied at my own free will. I, the applicant understand that you as the lessor's agent, have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

I hereby declare the following:

- I have inspected the above property on ____/____/____ and accept its condition.
- I wish to apply to rent the above property for a period of _____ months commencing on ____/____/____
- I agree that the rent is \$ ____ per week / fortnight / month and that the rental bond is \$ _____
- I declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt
- I authorize the agent to access an check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available
- I agree and understand that in the event of this application being rejected there is no requirement by law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided with a reason for any rejection of this application
- I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- I agree and understand that in the event of this application being approved all initial monies will be paid to the agency within **24 hours of acceptance.**
- I agree that no keys for the property will be provided by the agent to me until such a time as all monies payable are paid in full in accordance with the Clause above.
- I agree that I will abide by the policies of the agents office as may be provided to me in relation to this tenancy
- I agree to allow the agent to photocopy the information supplied by me for their records if required
- I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.

IF YOUR APPLICATION IS DECLINED YOUR DETAILS WILL BE HELD FOR 2 WEEKS. FOLLOWING THIS ALL DETAILS WILL BE DISPOSED OF

APPLICANTS SIGNATURE: _____ DATE: ____/____/____

Personal Details

First Name(s) _____ Surname _____

Phone: H _____ W _____ Mob _____ DOB __/__/__

Email _____ Drivers License/Passport # _____

Number of Cars to be kept at property _____ Car Registration # _____

Pets: Yes/No How many: _____ Type: _____

Breed: _____ Pet Registration: _____

Pet Application Provided: Yes/No

Smoker: Yes/No

All occupants to reside at the premises :

1. _____ DOB __/__/__ 2. _____ DOB __/__/__

3. _____ DOB __/__/__ 4. _____ DOB __/__/__

Current Address: _____

Duration: _____ Rent Per Week \$ _____

Reason for Leaving: _____

Current Lessor/Agent: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

Previous Address (if current is less than 2 years): _____

Duration: _____ Rent Per Week \$ _____

Reason for Leaving: _____

Current Lessor/Agent: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

Employment

Current Occupation: _____

Employer/Business Name: _____ Length of Employment: _____

Contact Name: _____ Phone: _____ Email: _____

Type: Full Time/Perm Part Time/Casual Net Weekly Income: \$ _____

If employed for less than 6 months:

Previous Employment _____ Length of Employment: _____

Type: Full Time/Perm Part Time/Casual Net Weekly Income: \$ _____

Additional Income / Benefits: _____ Amount \$ _____ p/w

If Self Employed or Company Applicant:

Company or Business Name: _____ Date Formed: ____ / ____ / ____

Type of Business: _____ ABN: _____

Address: _____ Phone: _____ Fax: _____

Accountant: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

If Currently a Student:

Name of College / TAFE / Unit: _____

Student ID Number: _____ Overseas Student: Yes / No Visa Expiry: _____

Austudy Income: \$ _____ pw Other Benefit Income: \$ _____ pw

Personal References (not relatives)

• _____ Phone: _____

• _____ Phone: _____

Emergency Contact:

Name: _____ Phone: _____

Relationship to you: _____ Address: _____

The following questions must be answered:

Has your tenancy ever been terminated by a landlord or agent: Yes / No

If Yes, give reason: _____

Have you ever been refused a property by a landlord or agent: Yes / No

If Yes, give reason: _____

Are you in debt to another landlord or agent: Yes / No

If Yes, give reason: _____

Have any deductions ever been made from your rental bond: Yes / No

If Yes, give reason: _____

Is there any reason known to you that would affect your future rental payments Yes / No

If Yes, give reason: _____

I acknowledge that the landlord and landlord's agent will rely on the truth of the above answer in assessing the application for tenancy.

100 Points of ID Required (copies to be provided with application)

- | | | | | | |
|------------------------------|-------|---------------------------------|------------|-----------------|-------|
| ○ Last 4 Rent Receipts | 20pts | Utility Accounts / Rates Notice | 15pts each | | |
| ○ Drivers Licence | 30pts | Birth Certificate | 10pts | Bank Statements | 20pts |
| ○ Pension / Health Care Card | 15pts | Photo ID | 30pts | | |
| ○ Current payslips (3) | 30pts | Centerlink Pay Advice | 30pts | Passport | 20pts |

Total Points required 100% :-	/100%
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Please hand in or email your completed application to:

Raine & Horne Wynnum Manly

Address: 183 Bay Terrace Wynnum QLD 4178

Email: brigitte.munro@wynnum.rh.com.au

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how the below agent, handle your personal information, as required by the National Privacy Principles in the *Privacy Act 1988*, and seeks your consent to disclose to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your information to TICA we cannot process your application.

Member Name: Distribunet Australia Pty Lty T/A Raine & Horne Wynnum Manly Address: 183

Bay Terrace Wynnum QLD 4178

Phone: 07) 3348 7555

Fax: 07) 3348 7800

Email: brigitte.munro@wynnum.rh.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 address.

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 P/L and TICA Assist P/L to assess the risk to clients & verify the details provided in your 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 & 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 agent. Consequently we cannot provide you with the property you request 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) 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; 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.

Signed By the Applicant

Signature

Print Name

Witness Signature

Print Name

PET APPLICATION AND AGREEMENT

PROPERTY
ADDRESS:

TENANT NAME:

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is not relevant for Guide, Hearing and Assistance Dogs. If unsure please contact our Agency prior to completing this Pet Application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number	Work Number	Mobile Number
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VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number	Fax Number	After Hours Number
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TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

SPECIAL CONDITIONS

1. The tenant notes and agrees that prior to a pet being approved; the property has no damage/scratches to any glass or timber panelling in the back doors. The interior wooden floor has no scratch marks.

ACKNOWLEDGEMENT BY APPLICANT

Applicant

Name

Signature

Date

Name

Signature

Date

APPLICATION RESULT PROCESSING APPLICATION

- Application for Pet/s – **DECLINED** Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date