

Residential Tenancy Application Form

PROPERTY ADDRESS: _____

Weekly Rental \$: _____ Lease Commencement Date: _____

Preferred Lease Term: _____ months / years

YOUR NAME :

Date of Birth: _____ Drivers Licence/Passport No. _____ State: _____

Expiry Date: _____ Home PH No. _____ Work PH No. _____

Mobile PH No. _____ Email Address: _____

Vehicle Rego: _____ Type of Vehicle: _____

No. of occupants who will reside at the property – ADULTS: _____ 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 – Position/Job Title: _____ Income : \$ _____

Current Employer: _____ Address: _____

Period of Employment: _____ Contact Name: _____ PH No. _____

Additional Income: \$ _____ Type of Income/Benefit: _____

**** 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: _____ PH No. _____

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? | YES / NO |
| 2. Have you ever been refused a property by any landlord/agent? | YES / NO |
| 3. Are you in debt to another landlord/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 and relevant documentation must be submitted before your application can be processed. 100 points of ID must be submitted with each application (see below) WE REQUIRE 1 WEEKS RENT ONCE YOUR APPLICATION HAS BEEN APPROVED: if you withdraw your application the landlord may retain the whole reservation fee. 	<ul style="list-style-type: none"> 4 WEEKS RENT AS BOND 2 WEEKS RENT IN ADVANCE DIRECT DEBIT FORM TO BE COMPLETED

**** 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 at least 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 STATEMENT	15 points ea
➤ PREVIOUS 4 RENT RECIEPTS	20 points	➤ UTILITIES ACCOUNT/BILL e.g. Gas / Power / Phone	15 points ea
➤ TENANCY HISTORY LEDGER	20 points	➤ PENSION OR HEALTH CARE CARD	15 points ea
➤ 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 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 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: _____

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

Member Name: Peter Druiitt & Co
Address: 56 Market Street, MUDGEE NSW 2850
Phone: 02 6372 2500
Fax: 02 6372 1193
Email: sarah@peterdruiittco.com

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:

TICA Collects personal information about you, the following information about TICA is provided in accordance with the National Privacy Principals in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy data base that records tenant's personal information from it's members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principals you are entitled to have access to any personal information that we may disclose to any of our data base. 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 license number, proof of age card and number and or passport number, comments made by a TICA member in relation to your tenancy, which means you rented through and which members you applied to.

Signature

Print Name

_____/_____/_____
Date

Witnessed