



Application for Tenancy

Property Address:

Rental Information

Number of persons to occupy premises:	Adults:	Pets: Yes /No	
	Children: Ages:	If yes, type of pet (OUTSIDE ONLY):	
Preferred lease term:	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	Date to commence:	Rental per week: \$

If application is successful a bond amount of 4/6 weeks rent and 2 weeks rent in advance is payable at commencement of lease along with a \$15 lease transaction fee. NO PERSONAL OR BUSINESS CHEQUES ACCEPTED FOR BONDS.

Rent 2 weeks in advance	\$
Bond 4/6 weeks	\$
Lease Fee	\$ 15.00
Total	\$

Applicant Information

Office Comments

Applicant Name:		
Current Address:		
City:		
State:	Postcode:	
Telephone:	Home:	Mobile:
Date Of Birth:		
Drivers Licence No:	Licence expiry date:	
Emergency Contact:		
Telephone:	Relationship:	

TICA Checked

Employment Information

Office Comments

Current		
Employer Name:		
Employer Address:		
Position:		
Period of Employment::	Telephone:	
Previous		
Employer Name:		
Position:		
Period of employment:	Telephone:	

Rental History

Office Comments

Current		
Agent/Landlord		
Telephone:	Rent per week: \$	
Property Address:		
Length of Tenancy:		
Previous		
Agent/Landlord		
Telephone:	Rent per week: \$	
Property Address:		
Length of Tenancy:		

Occupier Information

I hereby certify that all information is truthful and authorise the verification of the information provided on this form.

Signature of Applicant:

Date: / /

100 POINT CHECKLIST FOR TENANCY APPLICATION

(Only applications that achieve the 100 points will be processed)

PRIMARY IDENTIFICATION DOCUMENTS – 40 POINTS *(one of the following:)*

CURRENT PHOTO ID	Drivers License	
	Passport	
	Proof of Age	
	Credit Card / ATM <i>(with photo ID only)</i>	

RENTAL REFERENCES – 20 POINTS *(more than one of the following can be provided:)*

PREVIOUSLY RENTED	Agency Reference	
	Copy of Latest Rent Receipt	
	Private Landlord Reference	
OWNER	Council Rates	
	Water Rates	
	If selling home - Selling Agent Reference	
	If renting home - Rental Agent Reference	

PROOF OF INCOME - 10 POINTS *(more than one of the following can be provided:)*

EMPLOYED	Copy of last payslip	
	Letter from employer	
	Letter of offer	
UNEMPLOYED	Pension Card	
	Proof of Centrelink Payment	
SELF EMPLOYED	Reference from Accountant	
	Business Bank Statement	
	Copy of Cert.of Registration and/or Business	
	Copy of Australian Business Register	
IN BETWEEN EMPLOYMENT	Reference from previous employer	
	Copy of last payslip	

OTHER - 5 POINTS *(more than one of the following can be provided:)*

	Medicare Card	
	Personal Reference	
	Credit Card / ATM	

IF APPLICATION IS SUCCESSFUL A BOND AMOUNT OF 4/6 WEEKS RENT AND 2 WEEKS RENT IN ADVANCE IS PAYABLE AT COMMENCEMENT OF LEASE ALONG WITH A \$15 LEASE TRANSACTION FEE. THE INITIAL PAYMENT MUST BE CASH, BANK CHEQUE OR DIRECT PAYMENT. NO PERSONAL OR BUSINESS CHEQUES ACCEPTED FOR BONDS.

All References must be in writing and valid within 2 years

Current Photo ID must be current and valid, documentation must be photocopied front and back; for passport identification the date of entry into Australia must be copied as well as Visa details

Private Landlord Reference - If previous rental is/was private, full names and telephone numbers of owners must be provided as well as the full address of the property

Proof of Income – if income is coming from overseas, proof needs to be provided

Personal references can be from a colleague, associate or a friend (but not a relative) whom you have known for more than two (2) years and must provide a home address and home telephone number



VERIFICATION OF APPLICANT DETAILS

To: _____		FAX:

FROM: _____	_____ / _____ / _____	DATE:

We advise that the applicant/s listed below have applied to our office for rental accommodation. In order to assist in the processing of the application for tenancy, it would be greatly appreciated if you could complete the relevant sections and fax back to our office as soon as possible to enable the application to be completed.

APPLICANT/S NAME: _____

ADDRESS: _____

Was the above applicant/s the actual lessee at the provided address?	Yes	No
Is the above applicant on a fixed term lease at present?	Yes	No
If yes, is this a lease break on the tenant's part?	Yes	No
Date the lease commenced	/ /	
Date the lease expired	/ /	
Amount of rent per week / per month	\$	
Did your office terminate the tenancy?	Yes	No
During the tenancy was the applicant/s ever in arrears?	Yes	No
During the tenancy did the applicant/s receive arrears notice?	Yes	No
During the tenancy did the applicant/s receive remedy to breach?	Yes	No
During the tenancy did the applicant/s receive a termination notice?	Yes	No
Were periodic inspections carried out?	Yes	No
Was there cause to complain over periodic inspections?	Yes	No
Was there cause to report any defaults to TICA?	Yes	No
Were pets kept on the premises?	Yes	No
Were there any deductions in the bond?	Yes	No
Would you rent to the tenant/s again?	Yes	No
General Comments / Reference / Conditions of premises and grounds upon vacating:		

ON COMPLETION OF THIS FORM PLEASE FAX THROUGH TO (02) 6555 5423 TOGETHER WITH A RECENT COPY OF THE TENANT LEDGER. THANKING YOU FOR YOUR ASSISTANCE.

FORM COMPLETED BY: _____ **CONTACT NO:** _____

.....
 I, _____ hereby give my authority for you to give reference details to
 (applicant/s name) Forster-Tuncurry First National Real Estate for processing my application.

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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures 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.

Member Name: Forster Tuncurry First National
Address: 25 Manning Street, Tuncurry 2428 **Mail:** PO Box 110 Tuncurry 2428
Ph: 02 6554 5011 **Fax:** 02 6555 5423
Email: mail@tuncurryfn.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 addresses.

Primary Purpose

Before a tenancy 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 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

Secondary Purpose

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

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide 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 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 tenants personal information from its 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 hold on any of our databases. To obtain your 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: 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 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its 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 organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers licence number, proof of age card 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 details 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 our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

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.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date Day Month Year

Witnessed

TICA PRIVACY STATEMENT FOR TENANTS

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenants history and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide information required by a property manager than the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.

As a matter of courtesy we advise of some changes in relation to an individuals Privacy and any personal details that may be passed onto third parties. This courtesy advice serves no purpose other than to advise an individual of who we are, a method of contacting us, what can be reported, consequences involved in a listing held on the database and who receives our information. Our company operates as a National Register of tenants who have been reported as defaulting under their tenancy agreements or having a tenancy history with a member.

We advise that you may deal with a member of our company and as such they are obliged to both list any defaults that may occur from time to time in a tenancy and also inquire on tenancy applications that may be made to them.

WHO WE ARE

TICA Default Tenancy Control Pty Ltd (TICA) is a company registered in New South Wales and operates throughout Australia, New Zealand and the United Kingdom.

CONTACTING TICA

TICA has established a public inquiry phone number which is 190 222 0346. These calls are charged at \$5.45 per minute inclusive of GST. Alternatively you can write to TICA and enclose a money order or bank cheque for \$14.30 along with a stamped self addressed envelope to obtain your information. Please remember to include your full name, DOB, drivers licence, current address. Our mailing address is PO Box 120, Concord NSW 2137. This can take up to 14 days.

WHAT CAN BE REPORTED

Any breach that may occur throughout a tenancy can be reported to TICA from arrears of rent to poor periodic inspections. A full list of reasons for reporting can be found on our web-site at www.tica.com.au within the tenant information section along with an explanation of the listing.

CONSEQUENCES INVOLVED IN A LISTING

With an Australian membership well into the thousands chances are high that you will one day deal with a TICA member. If you are registered on the database it may have an adverse effect on a tenancy application. It is advisable that you strictly adhere to the terms and conditions of your tenancy agreement to avoid a listing as a default.

WHO RECEIVES OUR INFORMATION

Any information that is held on our database is for the exclusive use of TICA members any only used in evaluating a tenancy application. No other person or corporations other than those involved in the rental accommodation industry have access to the information held by TICA.

We trust the above information has been of benefit to you.

TICA Default Tenancy Control Pty Ltd.