



APPLICATION FOR TENANCY

All pages must be fully completed

Date of application _____

RENTAL PROPERTY

Address _____

Commencement date _____

Rent Per Week \$ _____ Bond \$ _____ (equal to 4 wks rent)

Name of other applicants to occupy this property _____

APPLICANTS PERSONAL DETAILS

Title _____ Given names _____ Family name _____

Date of birth _____ Occupation _____

Home number _____ Work _____ Mobile _____

Current address _____

Email address _____

Drivers Licence No _____ Expiry Date _____ State of Issue _____

Passport Number _____ Expiry Date _____ Country of Issue _____

Pension Type _____ Number _____

Vehicle Make/model _____ Year of Manufacture _____ Rego Number _____

CURRENT SITUATION

Do you Rent Own

How long at this address _____ Name of Landlord/Agent _____

Phone Number _____ Fax Number _____ Rent Paid _____

Reason for leaving _____

PREVIOUS HISTORY

Do you Rent Own

How long at this address _____ Name of Landlord/Agent _____

Phone Number _____ Fax Number _____ Rent Paid _____

Reason for leaving _____

Address of this property _____

OTHER INFORMATION

Number of persons occupying property – Adults _____ Children _____
Ages of Children _____ Do you have pets _____
If so, what breed _____

NEXT OF KIN

Emergency contact _____ Relationship _____
Address _____
Phone number _____ Mobile _____

EMPLOYMENT

Business name _____ Contact name _____
Contact number _____ Contact's position _____
Term of employment _____ Applicant's position _____
Income per annum _____
OR Self employed Y / N _____ ABN number _____
Business type _____
Accountant name _____ Phone number _____
Solicitor name _____ Phone number _____

IF STUDENT – please complete the following

Place of study _____
Name of course _____ Course length _____
Course contact _____ Phone no _____
Parents name _____ Phone no _____
Parents address _____
Are you receiving financial support Y / N If yes, please give details _____

SOURCE OF ENQUIRY

Solid Property Services web site	<input type="checkbox"/>	Domain web site	<input type="checkbox"/>
Newcastle Herald newspaper	<input type="checkbox"/>	Property signage	<input type="checkbox"/>

SOURCE OF ENQUIRY

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not supplied:

- Photo Identification (18+ Card, Drivers License, University or TAFE Card, Passport)
- Other Identification (Medicare Card, Bank Card, Pensioner Card)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee letter, Centrelink letter)
- Proof of current address (Phone bill Electricity account, Tenancy Agreement, Council Rate Notice)
- Written References (Personal, Rental and Employment)

SOURCE OF ENQUIRY

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application an applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition an applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I, the applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry. I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse affect on my ability to obtain future rental accommodation. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charge per minute inclusive of GST.

SIGNED BY APPLICANT _____

TENANCY DECLARATION

- I have physically inspected the premises in the company of an agent and I am satisfied with the current condition of the premises.
- The information supplied by myself on this application is true and correct.
- I am financially able to meet the commitments under the Residential Tenancy Agreement. I am not bankrupt or insolvent.
- I have not been lodged on TICA or any other tenancy default service nor do I owe any other Real Estate Agent or Landlord any outstanding debt. I have not been evicted from any previous property for breach of agreement.
- I have read the privacy agreement and agree to my application being checked through TICA.
- I understand that the Landlord/Agent is under no obligation to accept this application.
- I understand that the Agent is not obliged to give a reason for the decline of this application.
- I understand that the rent is to be kept in advance at all times as stated in the Residential Tenancy Agreement. Tenants found to be constantly in arrears during the fixed term of the lease will be lodged on TICA and vacant possession will be sought.

SIGNED BY APPLICANT _____



RENTAL REFERENCE CHECK

Please complete this form and return it via fax to **4926 1288** at your earliest convenience. If you have any questions please call me on 4926 1188.

APPLICANT TO COMPLETE

Property applying for _____

Applicant's full name _____

Current/previous rental property address _____

Period of tenancy _____ Rent paid per week _____

Company managing the rental property _____

Contact name _____ Phone No. of Agent/Private Owner _____

Fax No. of Agent/Private Owner _____

I have read and agreed to the privacy statement. APPLICANTS SIGNATURE _____

AGENT TO COMPLETE

Would you rent to this tenant again? _____

Did tenant always pay rent on time? _____

Was a Termination Notice ever issued? _____

If YES what for? _____

Were the lawns & gardens kept in good order? _____

Did the tenant ever breach the agreement? _____

If YES what was the breach & was it resolved? _____

Did the tenant/s have any pets? _____

Has the tenant given the required notice? _____

If vacated, was the property left in good condition? _____

Additional comments _____

Agents Signature _____ Date _____

Agents Name (Please print) _____ Position Held _____

PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTIICE:

The person information the prospective tenant provides in the application or collected from other sources is necessary for the agent to verify the applicants' identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents, debt collecting agencies, insurance companies and government departments. The applicant agrees that the agent may pass information onto TICA Default Control Pty Ltd, and that this information may be provided to any other database for the assessment of my application. The applicant understands that in the event of a default occurring under the tenancy agreement, permission has been given to the member of a tenancy database to register any of my details of such breach with tenancy database, which could have an adverse effect on my ability to obtain future rental accommodation.