

# **NOTICE TO ALL TENANCY APPLICANTS**

## **100 POINT IDENTIFICATION**

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

**NOTE : Must have at least one of the items listed with “\*” next to the points**

## TICA APPLICATION FOR TENANCY

**PROPERTY ADDRESS** \_\_\_\_\_

**THIS APPLICATION IS MADE ON THE** \_\_\_\_\_

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct , and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on the \_\_\_\_\_ day of \_\_\_\_\_

2. I/We wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_

3. I/We agree that the rent is \$ \_\_\_\_\_ per week/fortnight/month and that the rental bond is \$ \_\_\_\_\_

4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.

5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.

6. I/We 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/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

7. I/We 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/we 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.

8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.

9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above

10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.

11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.

12. I/We 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/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

\_\_\_\_\_  
Applicant/s Signature/s

\_\_\_\_\_  
Agents Signature

**APPLICANT/S PERSONAL DETAILS**

APPLICANT NUMBER: \_\_\_\_\_

CONTACT NUMBERS (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

NUMBER OF OCCUPANTS Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

TYPE OF VEHICLE \_\_\_\_\_ REGO \_\_\_\_\_ OWNED or FINANCED \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_ **EMPLOYER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_

PERIOD OF EMPLOYMENT \_\_\_\_\_ CONTACT \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ PERIOD \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDITIONAL INCOME or BENEFITS RECEIVED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

PETS OWNED \_\_\_\_\_ BREED \_\_\_\_\_ REGISTERED \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_

PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

AGENT / LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ BOND REFUNDED Yes / No

REASON FOR LEAVING \_\_\_\_\_

AGENT / LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_

**PERSON TO CONTACT IN EMERGENCY** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**NEAREST RELATIVE NOT LIVING WITH YOU** \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

If self employed evidence will be required such as Tax or Annual Returns, please advise of details-

**Company or Business name** \_\_\_\_\_

Address \_\_\_\_\_ Lessor/Agent \_\_\_\_\_

ACN or Business registration number \_\_\_\_\_ Date Formed \_\_\_\_\_

Accountant \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## 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: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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 \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 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 license 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](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 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

\_\_\_\_\_  
/ /

\_\_\_\_\_

**APPLICANTS NAME & DETAILS**

1. SURNAME\_\_\_\_\_ GIVEN NAMES\_\_\_\_\_

D.O.B\_\_\_\_\_ D/L\_\_\_\_\_ STATE\_\_\_\_\_

PASSPORT\_\_\_\_\_ LAST SUBURB\_\_\_\_\_

2. SURNAME\_\_\_\_\_ GIVEN NAMES\_\_\_\_\_

D.O.B\_\_\_\_\_ D/L\_\_\_\_\_ STATE\_\_\_\_\_

PASSPORT\_\_\_\_\_ LAST SUBURB\_\_\_\_\_

3. SURNAME\_\_\_\_\_ GIVEN NAMES\_\_\_\_\_

D.O.B\_\_\_\_\_ D/L\_\_\_\_\_ STATE\_\_\_\_\_

PASSPORT\_\_\_\_\_ LAST SUBURB\_\_\_\_\_

4. SURNAME\_\_\_\_\_ GIVEN NAMES\_\_\_\_\_

D.O.B\_\_\_\_\_ D/L\_\_\_\_\_ STATE\_\_\_\_\_

PASSPORT\_\_\_\_\_ LAST SUBURB\_\_\_\_\_

**TICA CHECK DETAILS**

	<u>Method</u>	<u>Result</u>	
<b>Applicant 1.</b>	<input type="checkbox"/> Phone check	<input type="checkbox"/> No information found	<input type="checkbox"/> Found
	<input type="checkbox"/> Internet check	Comments _____ _____	
<b>Applicant 2.</b>	<input type="checkbox"/> Phone check	<input type="checkbox"/> No information found	<input type="checkbox"/> Found
	<input type="checkbox"/> Internet check	Comments _____ _____	
<b>Applicant 3.</b>	<input type="checkbox"/> Phone check	<input type="checkbox"/> No information found	<input type="checkbox"/> Found
	<input type="checkbox"/> Internet check	Comments _____ _____	
<b>Applicant 4.</b>	<input type="checkbox"/> Phone check	<input type="checkbox"/> No information found	<input type="checkbox"/> Found
	<input type="checkbox"/> Internet check	Comments _____ _____	

**PERSONAL DETAILS CONTINUED**

**The following questions must be answered**

1. Has your tenancy ever been terminated by a landlord or agent Yes/No  
If yes give details \_\_\_\_\_
2. Have you ever been refused a property by any landlord or agent Yes/No  
If yes give details \_\_\_\_\_
3. Are you in debt to another landlord or agent Yes/No  
If yes give details \_\_\_\_\_
4. Have any deductions ever been made from your rental bond Yes/No  
If yes give details \_\_\_\_\_
5. Is there any reason known to you that would effect your future rental payments Yes/No  
If yes give details \_\_\_\_\_
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

**OFFICE USE ONLY**

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	YES/NO
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	YES/NO
OTHER	\$ _____	100 POINT CHECKLIST PASSED	YES/NO
TOTAL	\$ _____	TICA CHECK COMPLETED	YES/NO
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	YES/NO
OWING	\$ _____	APPLICATION- ACCEPTED / REJECTED	

GENERAL COMMENTS

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