

Tenancy Application Form

This is a tenancy application form. Its purpose is to identify potential tenants. This form is not, nor does it form any part of, a tenancy agreement. Should your application be successful, your rights and obligations and those of the property owner will be governed by the Residential Tenancy Act 1997. If the information is not provided, the Agent may not be able to process the application.
 (To be completed by all persons 18 years and over. Please write clearly or Print)

Property Required

Street _____

 Suburb _____ State _____ Postcode _____
 Rent per week \$ _____

Personal Details

First Name _____ Surname _____
 Current Address _____

 _____ State _____ Postcode _____
 Phone Home _____ Work _____
 Mobile _____ Email _____
 Date of birth _____
 Drivers License No _____ State of Issue _____
 Passport No _____ Country of Issue _____
 Medicare Card No _____ Ref No _____ Expiry _____

Rental History

Are you currently renting? Yes / No
 If yes - Agent Name and Phone No _____
 Have you rented previously? Yes / No
 If yes - Agent Name and Phone No _____
 Was your bond refunded in full? Yes / No
 If no – why

Employment history

Current employer _____
 Contact person _____ Phone No _____
 Length of employment _____
 Full time / Part time / Casual _____
 Hours per week _____
 Are you self employed Yes / No
 If yes name of Company _____
 Business details _____
 Previous employment _____

Student

College _____
ID Card Number _____
Course attending _____
Year _____ Full time / Part time _____

Pets

Dog / cat / bird / other _____
Breed _____ How many _____
Are they registered with Council? Yes / No
Inside or outside Pet _____

General Details

Do you smoke? Yes / No Inside or Outside
Are you or have you been bankrupt? _____
Do you have outstanding debts at a Collection Agency Yes / No

Next of Kin

Name (not living with you) _____
Address _____
Phone Work _____ Home _____ Mobile _____
Relationship _____

Occupancy Details

Number of Adults _____
Number of Children _____
Number of vehicles _____

References

1. Name _____
Address _____
Phone Work _____ Home _____
2. Name _____
Address _____
Phone Work _____ Home _____



Tenancy Application Form



3. Name _____

Address _____

Phone _____

Work _____

Home _____

Additional Information

I acknowledge that all information contained within is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any inquiries and or searches in relation to the information and references supplied in this application.

I confirm I have previously inspected the property prior to signing this application Yes / No

Signed _____ Date _____

Agent Details

Agent Aleisha Bower

Agency Betty Kay Realty

Street 65 Emmett St

Suburb Smithton

State TAS

Postcode 7330

Phone 0364523755

Fax _____

Mobile 0438710594

Email rentals@bettykayrealty.com.au

**PRIVACY ACT (COMMONWEALTH) 1988 - COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and effectively manage the tenancy. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, trades people, referees, solicitors, financial institutions, media organizations, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government, collection agencies, relevant Courts and Tribunals, and statutory bodies and other third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such basic information to The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIT can be viewed on its website **www.reit.com.au**

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIT on (03) 6223 4769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

I/We acknowledge that I/We have read and understood the contents of the Privacy Collection Notice.

Signed _____ Date _____

*This Annexure page is to be used only if there is insufficient space in the Schedule.
 Please insert the relevant corresponding Item number and heading.*

ITEM	DESCRIPTION
References	Personal Reference (Not a family member): Name: _____ Relationship: _____ Phone/Email: _____
References	Name: _____ Relationship: _____ Phone Number: _____ PLEASE ATTACH RENTAL REFERENCES
TICA	PLEASE FILL OUT RENTAL AFFORDABILITY AND SIGN TICA STATEMENT & PRIVACY ACT ACKNOWLEDGEMENT FORM
DRIVERS LICENCE	ATTACH COPY OF DRIVERS LICENCE

Tasmanian Collection Service in its role as a debt collection agent may have received information about you in relation to debts lodged for collection with us within the last 7 years.

Your TCS Personal Information Record summarises these debts, along with any insolvency information we may hold, and this personal information is disclosed to you at your request pursuant to Section 12.1 of the Australian Privacy Principles.

This summary will provide information for the past 7 years. If you would like information outside that period, it can be provided upon request.

Identification

You will need to provide us with suitable identification information which must be either one form of photo identification or two forms of non-photo identification with at least one of these including a signature for verification purposes.

Your Details

Surname (Family Name):

Current Address:

Suburb:

First name & Middle Name:

Previous Address (if within 2 years):

Other names you may go by:

Current Employer:

Date of birth:

Drivers Licence:

Email address:

Your contact number (for any enquiries):

Personal Information Record (please tick which service you require)

- ☐ **PIR Annual Subscription** **\$40**
You will receive your TCS Personal Information Record by email immediately TCS receives your application form. You will then receive your updated TCS Personal Information Record each month for 12 months. It is your responsibility to ensure TCS has a current email address for the duration of the subscription.
- ☐ **Immediate service in person** **\$20**
You will receive your TCS Personal Information Record in both hard copy & email form immediately.
- ☐ **Immediate service (by fax, email or post)** **\$20**
You will receive your TCS Personal Information Record by email within 2 business hours of TCS receiving your application.
- ☐ **No cost provided within 21 days** **\$No charge**
You will receive your TCS Personal Information Record within 21 days of TCS receiving your application.

Declaration

I declare the information provided is accurate and not misleading. Signed: Dated:

Delivery (please tick one)

☐ Collect personally ☐ Posted ☐ Emailed

I give authority for my record to be collected from TCS on my behalf by

(Please ensure the person collecting the report has suitable identification (see identification section))

Payment Method

(applicable only if application is faxed, emailed or mailed to TCS)

Please complete this section only if you have chosen a charged option above, and wish to pay by cheque, credit card or money order.

Payment Method: ☐ MasterCard ☐ Visa ☐ Cheque/Money Order

Name on Credit Card:

Credit Card Number:

Signature:

Expiry: Amount \$

Office Use Only

Identification details

File ID:



Tasmanian Collection Service

GPO Box 814, Hobart Tas 7001 Ph: 03 6213 5555 Fax: 03 6234 2988
inforeport@tascol.com.au www.tascol.com.au



The TCS Personal Information Record is now available *ONLINE*

Due to the COVID-19 Pandemic, and in the interest of the health and safety of our employees, and of you, our customers, TCS has moved the application for your Personal Information Record to an online service.

Please go to www.tascol.com.au/PIR or scan the QR code below and complete the online form.

You will be required to provide identification.

- If you require the report immediately you will be taken to a secure payment gateway and will receive the record within 2 business hours.
- If you are applying for a free report, we will email this to you within 21 days.
- If you need assistance completing the online form, please call 6213 5555.





TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian 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

Website: A \$24.20 fee may apply. Please refer to www.tica.com.au under Tenant Information.

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 organisation 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 as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

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 Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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 Data Solutions 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.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

Statement of Rental Affordability

We require you to complete this form for us to consider your tenancy application. We need be confident that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

Agency name _____

Applicants name _____

Address of property _____

Weekly rent _____ Rental bond amount _____

Income

Weekly

Applicants income per week \$ _____

Government benefits \$ _____

Total income \$ _____

Liabilities Weekly

Car payments \$ _____

Outstanding rental debts \$ _____

Credit card/store card payments \$ _____

Personal loans \$ _____

Taxation \$ _____

School fees \$ _____

Total liabilities \$ _____

Living expenses Weekly

Phone/mobile \$ _____

Health insurance \$ _____

Rent \$ _____

Fuel, power, gas etc \$ _____

Car (registration and running expenses) \$ _____

Day to day living (food, clothing and personal) \$ _____

Insurance (car, life, contents etc) \$ _____

Total living expenses \$ _____

Total income \$ _____

Less liabilities \$ _____

Sub-total \$ _____

Less living expenses \$ _____

Balance \$ _____

Signed by applicant(s) _____ Date _____