

TERMS AND CONDITIONS

It is agreed that all the information contained in this application is true and correct, and that the information is provided freely. It is agreed that the agent may contact any of the referees or references supplied for verification of this application.

The applicant agrees to the following:

☐ I/We have read and accept the above Terms and Conditions.

Signed by the Applicant

Name: _____ Signature: _____ Date: _____

RENTAL PROPERTY DETAILS

Property address: _____ Suburb: _____ State: _____ Postcode: _____

Weekly Rent (as advertised): \$ _____ Bond amount: \$ _____

Preferred payment: Weekly/Fortnightly/Monthly

Have you inspected the property: Yes/No Date inspected: _____ Viewing code: _____

Rental period: _____ months Commencement date: _____

How did you find out about this property?:

Details:

Number of tenants: _____ Number of occupants/dependants: _____

Description of occupants/dependants:

Do you have pets: Yes/No if yes then how many pets: _____ Description: _____

APPLICANT DETAILS

PERSONAL DETAILS:

Title: _____ Given names: _____ Surname: _____ Date of birth: _____

Drivers lic/18+ card no.: _____ Passport no.: _____ Passport country: _____

Do you smoke? Yes/No _____ Have you recently applied for community or public housing? Yes/No _____

Has your tenancy ever been terminated by a landlord or agent? Yes/No _____

If yes give details: _____

Are you in debt to another landlord or agent? Yes/No _____

If yes give details: _____

Have any deductions ever been made from your rental bond? Yes/No _____

If yes give details: _____

CONTACT DETAILS:

Home ph.: _____ Mobile: _____ Work ph.: _____ Email: _____

EMERGENCY CONTACT DETAILS:

Given Name: _____ Surname: _____

Relationship: _____ Phone: _____

Work Phone: _____ Mobile: _____

Address: _____

VEHICLE Type: _____ Rego: _____ Owned or Financed: Owned/Financed _____

CURRENT ADDRESS:

Currently Renting?: Yes/No _____

Agent/Landlord name: _____

Phone: _____ Contact name: _____

Period of occupancy: _____ Rent paid: \$ _____ per week Bond: \$ _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Reason for leaving: _____

Is your postal address the same as the above address?: Yes/No _____

Postal Address: _____

Postal Suburb: _____ Postal State: _____ Postal Postcode: _____

PREVIOUS ADDRESS:

Were you Renting?: Yes/No _____

Agent/Landlord name: _____

Phone: _____ Contact name: _____

Period of occupancy: _____ Rent paid: \$ _____ per week Bond: \$ _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Reason for leaving: _____

OCCUPATION (CURRENT EMPLOYER):

Occupation: _____ Employer: _____

Phone: _____ Contact name: _____

Online Tenancy Application Form

Period of employment: _____ Income: \$ _____ nett per week

Address: _____ Suburb: _____ State: _____ Postcode: _____

Phone: _____ Contact name: _____

OCCUPATION (PREVIOUS EMPLOYER):

Occupation: _____ Employer: _____

Phone: _____ Contact name: _____

Period of employment: _____ Income: Income: \$ _____ nett per week

Address: _____ Suburb: _____ State: _____ Postcode: _____

APPLICANT DETAILS (continued)

COMPANY OR BUSINESS: (If self employed evidence will be required such as Tax or Annual returns, please advise of details)

Company or business name: _____

ACN or ABN: _____ **Date formed:** _____

Address: _____ **Suburb:** _____ **State:** _____ **Postcode:** _____

Phone: _____ **Fax:** _____ **Domain:** _____

Accountant name: _____ **Phone:** _____

PERSONAL REFERER

Name: _____ **Relationship:** _____

Phone: _____ **Email:** _____

PROFESSIONAL REFERER 1

Name: _____ **Relationship:** _____

Phone: _____ **Email:** _____

PROFESSIONAL REFERER 2

Name: _____ **Relationship:** _____

Phone: _____ **Email:** _____

HOLDING FEE:

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of the residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
 - (a) the entering into of the residential agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

Online Tenancy Application Form

100 POINT IDENTIFICATION CHECKLIST: 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. Please tick which identification you are providing with this application.

At least one item marked with an asterisk MUST be supplied for each applicant

- | | | |
|---|--|--|
| <input type="checkbox"/> Drivers licence (30 points) * | <input type="checkbox"/> Proof of age card (30 points) * | <input type="checkbox"/> Passport (30 points) * |
| <input type="checkbox"/> Tenancy history ledger (20 points) | <input type="checkbox"/> Rental bond receipts (20 points) | <input type="checkbox"/> Previous four rent receipts (20 points) |
| <input type="checkbox"/> Previous tenancy agreement (20 points) | <input type="checkbox"/> Pay advice (15 points) | <input type="checkbox"/> Bank or credit card statement (15 points) |
| <input type="checkbox"/> Motor vehicle registration (15 points) | <input type="checkbox"/> Telephone account statement (15 points) | <input type="checkbox"/> Gas account statement (15 points) |
| <input type="checkbox"/> Council or water rates (15 points) | <input type="checkbox"/> Electricity account statement (15 points) | <input type="checkbox"/> Birth Certificate (10 points) |
| <input type="checkbox"/> Health care card (10 points) | <input type="checkbox"/> Medicare card (10 points) | <input type="checkbox"/> Pension card (10 points) |

NSW FAIR TRADING TENANT CHECKLIST:

- ☐ I, the APPLICANT, have read and understood the Tenant Checklist

TICA PRIVACY ACT ACKNOWLEDGEMENT:

- ☐ I, the APPLICANT, have read and understood the Privacy Disclosure Form

OFFICE USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT DETAILS CONFIRMED | <input type="checkbox"/> PREVIOUS AGENTS or LANDLORDS |
| <input type="checkbox"/> 100 POINT CHECKLIST PASSED | <input type="checkbox"/> TICA CHECK COMPLETED |
| <input type="checkbox"/> LANDLORD CONTACTED | <input type="checkbox"/> OTHER - |
| <input type="checkbox"/> ACCEPTED | <input type="checkbox"/> REJECTED |

TICA CHECK DETAILS:

- | | |
|--|---|
| <input type="checkbox"/> INFORMATION FOUND | <input type="checkbox"/> NO INFORMATION FOUND |
|--|---|

NOTES:

Privacy Disclosure Form

This form provides information about how we use 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 can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is 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 Data Solutions Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Data Solutions Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement

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 inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA 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 organization 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, drivers license number, proof of age card number and or passport number (except Australian) 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.

Signed by the Applicant

Name: _____

Signature: _____

Date: _____