

Rentals Tenancy Application Form

One application per person.

Please complete the form in full using **BLOCK LETTERS**. Incomplete applications cannot be processed.

Payment methods: Direct Deposit, Cheque and Money Order only.

Property Details:

Property Address:					
Requested commencement date of Tenancy:			Preferred Lease Term:		
Rental property amount per week: \$					
How did you find out about this property:		<input type="checkbox"/> Internet <input type="checkbox"/> Sign	<input type="checkbox"/> Newspaper <input type="checkbox"/> Referral	<input type="checkbox"/> Other	

Applicant Details:

Full Name of Applicant:		Date of Birth:	
Business Hours Phone:		Mobile:	
Email:			
Number of Occupants & Dependants who will reside at this property:			
Names and Ages of Occupants/Dependants:		1	
2		3	
4		5	
Do you own a vehicle?		Yes	No
Vehicle Make/Model :			
Vehicle Registration Number:			
Current Residential Address:			
Rent per week (if applicable): \$		Period of Occupancy:	
Contact details to confirm current living arrangements:		Agent	Lessor
Name:		Phone/Mobile:	
Do you have any pets? Yes No		Registered with the Council? Yes No	
Breed:		Age:	
Do you intend to get a pet in the future:		Yes	No
Previous Residential Address:			
Rent per week (if applicable): \$		Period of occupancy:	
Contact details to confirm current living arrangements:		Agent	Lessor
Name:		Phone/Mobile:	
Applications pending on other properties?		Yes	No
Has your tenancy ever been terminated?		Yes	No
Have you ever been refused a rental property?		Yes	No
Are you in debt to another landlord or agent?		Yes	No
Deductions ever taken from your Bond?		Yes	No
Anything affecting future rental payments?		Yes	No
Considering buying a property soon?		Yes	No
Do you currently own a property?		Yes	No

Personal References:

NB: Cannot be relatives, partner or other people applying with you.

1. Name:	Business Hours Phone:
Postal Address:	
2. Name:	Business Hours Phone:
Postal Address:	
Next of Kin (contact in case of emergency or extenuating circumstances)	
1. Name:	Business Hours Phone:
Postal Address:	

Employment and Income Details:

Employment Status:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Casual
	<input type="checkbox"/> Not employed	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Student	<input type="checkbox"/> Other
Weekly net income:	Payroll Contact Name:			
Name of Employer:	Payroll Contact Number:			
Length of time at current employment:	<input type="text"/> Years	<input type="text"/> Months		
Current Job Title:				
If Student, list name of University, TAFE, College etc:				
Student ID Number (copy required):				
If self-employed; Name of Business:				
Name of business accountant:	Accountants phone/mobile:			
Address of Accountant:				
Email:	Phone:			
List other debts/loads currently owing (list weekly payment please)				
1. Car Loan:	\$	per week	Notes or Comments	
2. Personal Loan:	\$	per week		
3. Credit Card:	\$	per week		
4. Other:	\$	per week		
Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If no, please provide details of VISA or Residency status as part of this application				

Proof of Income:

Along with this application, please provide the following;

Last 3 payslips
Copy of tenant ledger
Drivers License Number

Terms and Conditions

I agree to provide 100 point identification.

Documents accepted for the identification check are listed below (and VISA or current Residency status in Australia if applicable)

Driver Licence showing current address	30 points	Passport	30 points
Recent utility bill showing current address	30 points	Last 4 rent receipts or mortgage payments	30 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit Card with signature	20 points	Bank Cards with signature	20 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.

Privacy

Agent / Manager

Assessing your application: the personal information received by the agent / manager may be used for the purpose of identifying you and assessing your application.

Other use(s) applications and disclosure: The agent/ manager may also use or disclose your personal information to:

- Assess your application information (e.g. contacting the landlord, your referees, etc..)
- Assess your tenancy history (e.g. contacting bond authorities, financial institutions, tenancy data bases etc..)
- Schedule your inspections (e.g. contacting scheduling providers)
- Document and register your lease (e.g. contacting lawyers, tenancy databases, real estate institutes, etc..)
- Help you move in and get connected (e.g. contacting trades people, connections services, utilities providers, etc..)
- Perform other services or activities.

Agent / Manager Privacy Policy – please refer to Sash & Gable Property Privacy Policy – www.sashandgable.com.au/privacy

Your declaration:

By submitting your application, you acknowledge and agree that:

- You are applying to lease the property as listed on the application (Property) and you offer to rent the property under a lease or rental agreement prepared on behalf of the Property Owner.
- (You've told the Truth) – everything you have said and submitted in this application is true and up to date and you have not omitted any details that might be relevant to assessing your application.
- (the truth is important) - the agent / property manager rely on you telling the truth.
- (It's the property owners decision) – your application is subject to the property owners approval, and the availability of the property
- (others named in the application have consented) – where you have provided information identifying other persons in the application, that person c
- (the application may take time) – it may take time to process the application, (two or more business days)
- (you understand the rental agreement) – you been provided a copy and or directed online to <https://www.rta.qld.gov.au/forms-resources/forms/forms-for-general-tenancies/pocket-guide-for-tenants-houses-and-units-form> for a copy of the RTA 17a Pocket Guide for Tenants – Houses and Units and a copy of the 18a General Tenancy Agreement.
- (you will pay the rent and bond) – you are able to pay the advertised rent and bond for the property and will be able to so for the life of the agreement.
- (default will Have consequences) if you default under a rental agreement, the agent / manager may (subject to the law) terminate the lease and disclose details of any such default to any person who the agent / manager reasonably considers has an interest in receiving such information.
- The agent / manager may utilise any residential tenancy data base (Typically TICA) to check the tenancy history of the applicant.

I acknowledge that I have chosen of my own free will to send my application to the agent/ manager listed in this application and their associated principals.

Signature: _____

Date: _____

Property Manager: _____

Date: _____



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

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

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: _____