

# APPLICATION FOR RESIDENTIAL TENANCY

## PROPERTY ADDRESS:

Please answer all questions fully

**An incomplete application will not be processed.**

If/We agree to supply the following information as part of the application.

Photo Identification	Applicant 1	Applicant 2
	YES/NO	YES/NO
Copy of previous account eg. Telstra, Energex	YES/NO	YES/NO

	Applicant 1	Applicant 2
Have you ever been evicted by any lessor or agent?	YES/NO	YES/NO
Are you in debt to another lessor or agent?	YES/NO	YES/NO
Is there any reason known to you that would affect your rent payment?	YES/NO	YES/NO
Was your rental bond at your last address refunded in full?	YES/NO	YES/NO

### Applicant 1

Phone Number: Home ..... Work ..... Date of Birth ..... Drivers Licence No. ....  
 Mobile ..... email .....

### Applicant 2

Phone Number: Home ..... Work ..... Date of Birth ..... Drivers Licence No. ....  
 Mobile ..... email .....

Full names and ages of all children who will occupy the Property .....

Pets - list any pets owned including breed and age. ....

### Applicant 1

Name .....  
 Present Address .....  
 Period of occupancy ..... Reason for leaving ..... Rent Paid .....  
 Name of Agent/Owner ..... Phone .....  
 Previous Address .....  
 Period of occupancy ..... Reason for leaving ..... Rent Paid .....  
 Name of Agent/Owner ..... Phone .....

### Occupation

Employer ..... Net weekly income .....  
 Employers Address ..... Phone .....  
 Length of Employment ..... Full Time / Part Time / Casual .....

### Previous Occupation

Employer ..... Net weekly income .....  
 Employers Address ..... Phone .....  
 Length of Employment ..... Full Time / Part Time / Casual .....

### Personal Referee (no relatives)

Name ..... Phone .....  
 Address .....

### Emergency contact

Name ..... Phone .....  
 Address .....

**Applicant 2**

Name .....  
Present Address .....  
Period of occupancy ..... Reason for leaving ..... Rent Paid .....  
Name of Agent/Owner ..... Phone .....

Previous Address .....  
Period of occupancy ..... Reason for leaving ..... Rent Paid .....  
Name of Agent/Owner ..... Phone .....

**Occupation** .....  
Employer ..... Net weekly income .....  
Employers Address ..... Phone .....  
Length of Employment ..... Full Time / Part Time / Casual

**Previous Occupation** .....  
Employer ..... Net weekly income .....  
Employers Address ..... Phone .....  
Length of Employment ..... Full Time / Part Time / Casual

**Personal Referee (no relatives)** .....  
Name ..... Phone .....  
Address .....

**Emergency contact** .....  
Name ..... Phone .....  
Address .....

Total number of Vehicles to be kept at premises .....  
Car Registration No. .... Model ..... Car Owned or Hire Purchase/Company .....  
Car Registration No. .... Model ..... Car Owned or Hire Purchase/Company .....

I/WE declare that the above information is true and correct AND  
I/WE authorise the agent, to conduct any necessary enquires and searches, in order to verify the information provided  
I/WE acknowledge that any false information may jeopardise this application and any subsequent lease agreement entered into.  
I/WE acknowledge and accept that if the application is rejected, the agent is not obliged to provide reasons for the outcome.  
I/WE declare that I/AM/WE ARE not bankrupt and the rental is within MY/OUR means.

I/WE have inspected the premises and wish to enter into a lease for a period of ...months from / /  
at a rental of \$..... per week. I/WE undertake to pay a Rental Bond of \$..... upon signing of the lease

Date / / .....  
Signature Applicant 1 ..... Phone .....

in the presence of (signature) .....  
Date / / .....

Signature Applicant 2 ..... Phone .....  
in the presence of (signature) .....

**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.

<p>Hawkesbury City Council Address: 366 George Street, Windsor Phone Number: 02 4560 4435      Fax Number: 02 4560 4400 Email: <a href="mailto:nspies@hawkesbury.nsw.gov.au">nspies@hawkesbury.nsw.gov.au</a>      <a href="mailto:csant@hawkesbury.nsw.gov.au">csant@hawkesbury.nsw.gov.au</a></p>
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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

- Trades people 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 \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 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 organization 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 \$ 5.45 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 Applicants

Signature

Print Name

Signature

Print Name

Date Day/Month/Year

Witnessed