

Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR
 Phone: (02) 4560 4444 Facsimile: (02) 4587 7740 Email: council@hawkesbury.nsw.gov.au



application for residential tenancy

Please answer all questions fully as incomplete applications will not be processed.

Property Address

Applicant 1

Name DOB Licence No.

Phone: Home Work Mobile

Email

Applicant 2

Name DOB Licence No.

Phone: Home Work 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	Applicant 2
I/We agree to supply the following information as part of the application:		
Photo Identification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Previous Account (eg Telstra, Energex)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been evicted by any lessor or agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in debt to another lessor or agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any reason know to you that would affect your rent payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was your rental bond at your last address refunded in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Applicant 1	Applicant 2
Residential Details		
Present address		
Period of occupancy		
Reason for leaving		
Rent paid		
Name of Agent/Owner		
Phone Number of Agent/Owner		
Occupation		
Employer Name		
Phone Number of Employer		



Address of Employer		
Length of Employment		
Employment Status (FT/PT/Casual)		
Net weekly income		
Previous Occupation		
Employer Name		
Phone Number of Employer		
Address of Employer		
Length of Employment		
Employment Status (FT/PT/Casual)		
Net weekly income		
Personal Referee (no relatives)		
Name		
Address		
Phone Number		
Emergency Contact		
Name		
Address		
Phone Number		

Total number of Vehicles to be kept at premises

Car Rego No. Model Car Owned Hire Purchase/Company

Car Rego No. Model Car Owned Hire Purchase/Company

I/We:

- Declare that the above information is true and correct AND
- Authorise the agent, to conduct any necessary enquiries and searches, in order to verify the information provided
- Acknowledge that any false information may jeopardise this application and any subsequent lease agreement entered into
- Acknowledge and accept that if the application is rejected, the agent is not obliged to provide reasons for the outcome
- 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.

Signature of Applicant 1 Phone Date

in the presence of (signature)

Signature of Applicant 1 Phone Date

in the presence of (signature)



Privacy Act Acknowledgment Form for Tenant Applicants and Approve Occupants

This form provides information about how we the below names 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 cannot process your application.

Hawkesbury City Council - 366 George Street, Windsor.

Phone: (02) 4560 4435

Fax: (02) 4587 7740

Email: nspies@hawkesbury.nsw.gov.au OR csant@hawkesbury.nsw.gov.au

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 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 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: 1902 220 346 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 \$19.80 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 under Tenant Information and Privacy Policies by contacting TICA on our Helpline 1902 220 346 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 your application and you may not be provided with the rental property.

Signed by Applicants

Signature

Signature

Date

Print Name

Print Name

Witnessed

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.

November 2010