

# Residential Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side/other page)

## A. Rental Property Details

What is the address of the property you would like to rent?

Lease commencement date?

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year
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Lease term?

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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How many tenants will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of children (if any)	<input type="text"/>	Pets
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## B. Applicant's details

Please provide your personal details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Full Name

Do you smoke?

<input type="checkbox"/> Yes	/	<input type="checkbox"/> No
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Date of Birth

Passport Number

Passport Country

Driver's License Number

Driver's License Expiry Date

Driver's License State

Current address

Please provide your contact details

Mobile Phone No.

Home Phone No.

Work Phone No.

Email Address

Car registration

## C. Current Rental Details

Current rent per week

Length of stay

Reason for leaving

Agent/landlord name

Phone

## D. Previous Rental Details

Previous property address

Current rent per week

Length of stay

Reason for leaving

Agent/landlord name

Phone

Please answer the following questions:

Applications pending on any other properties?

Yes No

☐ ☐

Have you ever been evicted by any landlord or agent?

☐ ☐

Have you ever been refused another property?

☐ ☐

Are you in debit to another landlord or agent?

☐ ☐

Is there any reason that would affect your rent payment?

☐ ☐

Was the bond refunded in full?

☐ ☐

## E. Current Employment

Company name

Occupation

Contact name

Phone no.

Full time / Part time / Casual

Length of employment

 

Years

 

Months

Annual salary

## F. Previous Employment

Company name

Occupation

Contact name

Phone no.

Full time / Part time / Casual

Length of employment

 

Years

 

Months

Annual salary

## G. References

Full Name

Relationship

Address

Phone no.

Full Name

Relationship

Address

Phone no.

## H. Emergency Contact

Full Name

Relationship

Address

Phone no.

## I. Property Inspection Details

During my inspection of this property, I found it to be in a reasonably clean condition.

Yes / No

If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

## J. Statement of Costs

I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I undertake to pay the monies detailed below through a bank transfer made payable to Waratah Estate Agents upon signing the Residential Tenancy Agreement.

Rental bond

\$

2 weeks rent in advance

\$

Total

\$

If a holding fee is being paid for the property, the following conditions will apply:

1. A holding fee will only be accepted once an application has been approved by the landlord.
2. The holding fee is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. During this period, the premises will not be reserved for any other application, nor will a holding fee be received from any other application.
4. The holding fee will be paid towards the initial rent for the premises.
5. Should the applicant decide to withdraw their application, the landlord may retain the full amount of the holding deposit.
6. The holding fee will be banked into a trust account and any refund given will be through EFT.

Waratah Estate Agents, acting on behalf of the landlord of the premises, acknowledges receipt of the above application and the accompanying holding fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

Applicants signature

Date

Agents signature

Date



## 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 Default Tenancy Control 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 Default Tenancy Control 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 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. 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.

Applicants signature

Date

Agents signature

Date

## The following information and documentation is required by each applicant:

### Identification (at least 100 points must be provided)

- ☐ Current drivers licence (40 points)
- ☐ Birth Certificate (30 points)
- ☐ Proof of age card (30 points)
- ☐ Passport (40 points)
- ☐ Medicare card (20 points)
- ☐ Credit card (20 points)
- ☐ Motor vehicle registration certificate (10 points)
- ☐ Bank Statement (10 points)
- ☐ Telephone account statement (10 points)
- ☐ Gas account statement (10 points)
- ☐ Electricity account statement (10 points)

### Please also attach the following documents:

#### Proof of rental history

- ☐ Last four rental receipts or
- ☐ Printout of tenancy history

#### Proof of current address

- ☐ Utility statements (no greater than six months old) or
- ☐ Council rates notice

#### Proof of income

- ☐ 3 previous pay slips or
- ☐ Bank statement or
- ☐ If self-employed, tax returns and business registration

#### References

- ☐ Minimum 2 written references from previous agent or landlord; and/or
- ☐ Written reference from employer or friend

***Should you not be able to meet the 100 check points, please speak to the property management team.***

## K. Utility Connections Service



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property at no extra cost!

We will contact you within 2 hours to confirm

**ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANCY INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160**

**Terms & Conditions** - By signing below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services.

Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au).

On The Move and your Agent may receive a benefit for arranging your services.

On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

Applicants signature

Date