

# Tenancy Application Form

Property Address:

Applicant Name:



## Tenancy application form

Thank you for choosing a McGrath property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to pay your first two weeks' rent via direct deposit and payment of your rental bond can be made via Rental Bonds Online.
5. **When this form has been completed, please email to [fommudgee@mcgrath.com.au](mailto:fommudgee@mcgrath.com.au)**

### Rental property:

property address
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### Tenancy requirements:

length of tenancy (months)	rent \$ per week	commencement date
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### Occupancy details:

no. of occupants who will live in this property	no. and ages of children (if any)	no. and type of pets
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### Applicant's details:

name	email
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address
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home phone	work phone	mobile phone
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### Personal details:

date of birth	drivers licence number	drivers licence state of issue	
passport number	country of issue	do you smoke?	no. vehicles (including caravans and trailers)

### Free Utility Connection Service:

<b>YourPorter</b> 1300 400 600 yourporter.com.au	<b>YourPorter is a FREE service connecting utilities and other services.</b> If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.			
<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Internet
<input type="checkbox"/> Car Insurance	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Home & Contents	<input type="checkbox"/> Home Loans
<b>DECLARATION AND ACCEPTANCE:</b> I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at <a href="http://www.yourporter.com.au/general/privacy-policy/">www.yourporter.com.au/general/privacy-policy/</a> . YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.				
Signature: _____ Date: ____ / ____ / ____				

**Current rental details:** Address

current rent \$ _____ per week	how long have you lived there? _____ months	reason for leaving
agent/landlord	work phone	

**Previous rental details:**

previous property address

current rent \$ _____ per week	how long did you live there? _____ months	reason for leaving
agent/landlord	work phone	

**No rental history (home owner):**

property address

selling agent or managing agent	contact details
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**Current employment:**

current employer (company)	employer address	
contact name (manager)	contact's work phone	your position
length of employment <small>(if less than six mths complete Previous Employment Details)</small>	net income \$ _____ per week	full time or part time?

**Previous employment:**

previous employer (company)

contact name (manager)	contact's work phone	your position
length of employment	net income \$ _____ per week	full time or part time?

**Emergency contact details (not residing at premises):**

name	relationship	contact phone
address		

**Personal/business references: (not relatives)**

name	occupation	work phone
address		
name	occupation	work phone
address		

**How did you find out about this property:**

Internet (please specify)    mcgrath.com.au    domain.com.au    realestate.com.au  
 For lease board  
 Sydney Morning Herald    Local newspaper    Other \_\_\_\_\_

## Confirmation

### I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition.  yes  no
2. 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.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

## Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by direct deposit to McGrath Property Management upon signing the Residential Tenancy Agreement.

### Statement of costs:

Rental bond	\$ <input type="text"/>
Rent in advance (Two weeks' rent)	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>

### If a holding fee is being paid on 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 of \$ \_\_\_\_\_, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

McGrath Property Management, acting for 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.

applicant's signature

date

agents signature

date

## 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 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.

member name	McGrath Central Tablelands	phone	(02) 6372 2584
address	79 Church Street, Mudgee, NSW, 2850		
email		fax	(02) 6372 4670

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 and TICA Assist 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.

We may also take into account 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

During and after the tenancy we 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 Default Tenancy Control 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.

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 the TICA Group may collect personal information about you, the following information about the TICA Group 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. 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 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 the TICA Group 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) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### 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.

### 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 The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

name	signature	date
witness name	witness signature	date

The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for McGrath Property Management ("McGrath") to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided McGrath will be unable to process the application and manage the tenancy.

Personal Information collected about the Applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases and to service provider, YourPorter. Personal Information already held on tenancy databases may be disclosed to this agency and/or the landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

Your Personal Information will not be sold to third parties, however, McGrath will conduct direct marketing for its services from time to time and you consent to receiving such information from McGrath.

In providing your Personal Information you consent to McGrath collecting, storing and using your Personal Information in the manner set out above, and you consent to McGrath disclosing your Personal Information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

McGrath complies with the Privacy Act 1988 (Cth) as amended and has adopted a set of principles in its policy which is consistent with the Australian Privacy Principles as amended in March 2014 (APPs). Any personal information received by McGrath Property Management will be treated in accordance with the APPs and in accordance with McGrath's Privacy Policy (accessible on its website - [www.mcgrath.com.au](http://www.mcgrath.com.au))

McGrath takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised McGrath personnel only.

If you would like to access the Personal Information McGrath holds, you may do so by contacting McGrath's Privacy Officer. You may also correct information if the information is inaccurate, incomplete or out-of-date.

If you require more information, or have any complaints regarding how McGrath may have collected or used your personal information, you may contact McGrath's Privacy Officer on 9386 3333, by email at [privacy@mcgrath.com.au](mailto:privacy@mcgrath.com.au), or by mail addressed to The Privacy Officer, McGrath Limited, 191 New South Head Road, Edgecliff.

## THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

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

If you are a non-Australian resident we will also require a copy of your visa.

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

#### Primary Documents

##### 70 points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

#### Secondary Documents

##### 40 points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

##### 35 points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

##### 25 points (Must have name and signature on)

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

##### 25 points (Must have name and address on)

- Records of a public utility - phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

### Please also attach the following documents

#### Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

#### 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