

Thank you for choosing Right Choice Real Estate. Please complete this application thoroughly so we can process your application as quickly as possible, failure to complete sections may result in delays or the application not being processed. Ensure that all applicants have signed the privacy statement on the bottom of page 3:

Please note the following important points, all tenants must provide a copy of all the following items:

- Copy of tenant ledger (payment record from current landlord or agent)
- Copies of two current pay docket's
Self employed = previous 2 years
Financial statement/Tax returns
- Drivers licence or Photo ID AND current Medicare card
- Current bank statements
- Copies of current Centrelink entitlements/statements (if applicable)
- Copies of land rates and mortgage payments (if applicable)

NOTE: PLEASE PROVIDE COPIES OF ALL DOCUMENTS AS OUR OFFICE WILL NOT PHOTOCOPY

What property are you applying for? _____

Date viewed: _____

Lease preferences:

If renting, do you have to give notice to current agent? Yes No

Lease term required: _____ Years _____ Months Rent per week: \$ _____ Lease commencement date: _____

Occupancy details

Number of occupants: _____ Adults _____ Children _____ Ages: _____

Do you smoke? Yes No

If yes, do you smoke: Inside Outside

Will you be applying for assistance from Department of Housing Yes No

Pets: Yes No | Inside Outside

Type/Breed: _____

Applicant details

Applicant One

Name: _____
 Email: _____
 Address: _____
 Phone (home): _____
 Phone (work): _____
 Mobile: _____

Date of birth: / /

Drivers licence: _____

Vehicle Registration Details:

Type: _____ Reg No: _____

Current Real Estate Agent: _____

Agent's phone number: _____

Rent/mortgage per week: \$ _____

Length of tenancy: _____

Reason for leaving: _____

Applicant Two

Name: _____
 Email: _____
 Address: _____
 Phone (home): _____
 Phone (work): _____
 Mobile: _____

Date of birth: / /

Drivers licence: _____

Vehicle Registration Details:

Type: _____ Reg No: _____

Current Real Estate Agent: _____

Agent's phone number: _____

Rent/mortgage per week: \$ _____

Length of tenancy: _____

Reason for leaving: _____

Applicant details continued

Applicant One

Previous residential details

Address: _____

Previous Real Estate Agent: _____

Agent's phone number: _____

Rent/mortgage per week: \$ _____

Length of tenancy: _____

Current employment details

Employer (Company): _____

Contact (Manager): _____ Ph: _____

Your position: _____

Net income per week: \$ _____

Length of employment: _____

Employment type: Full time Part time Casual

Previous employment details

Employer (Company): _____

Contact (Manager): _____ Ph: _____

Your position: _____

Net income per week: \$ _____

Length of employment: _____

Employment type: Full time Part time Casual

Applicant Two

Previous residential details

Address: _____

Previous Real Estate Agent: _____

Agent's phone number: _____

Rent/mortgage per week: \$ _____

Length of tenancy: _____

Current employment details

Employer (Company): _____

Contact (Manager): _____ Ph: _____

Your position: _____

Net income per week: \$ _____

Length of employment: _____

Employment type: Full time Part time Casual

Previous employment details

Employer (Company): _____

Contact (Manager): _____ Ph: _____

Your position: _____

Net income per week: \$ _____

Length of employment: _____

Employment type: Full time Part time Casual

Emergency contact not residing with you (next of kin)

Emergency Contact One

Name: _____ Relationship: _____

Address: _____

Suburb: _____

Phone (day): _____

Phone (night): _____

Emergency Contact Two

Name: _____ Relationship: _____

Address: _____

Suburb: _____

Phone (day): _____

Phone (night): _____

Statement of costs and rental payment methods

Right Choice Real Estate provides the following ways for conveniently paying your rent and water usage.

1. Direct Deposit

Set up rent and invoice payments directly through your nominated bank, credit union or building society account or credit card account via your own internet banking or visiting your bank. Right Choice Real Estate bank account details and client reference number will be provided with lease agreement. Cost is subject to your own bank or credit union fees and charges. Please check with your bank or credit union.

2. EFTPOS

Rent and invoice payments can be made via EFTPOS at our Albion Park office at 122B Tongarra Road, Albion Park NSW 2527 or over the phone, using your debit/ credit card.

Privacy ACT and TICA acknowledgement for tenants

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 and Other Real Estate Agents to assess the risk to our clients.

The Agent 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: 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.

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 you make. 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.

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 managementsystem 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.

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 Owner's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Owner's approval.
4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.
5. That should the Landlord accept this application a holding deposit equivalent to one weeks rent will be paid by the applicant towards the initial rent of the premises.
6. That should the applicant decide not to proceed, the whole amount of holding deposit will be forfeited.
7. The Holding Deposit will be banked into a Trust Account and receipted as a rent payment upon signing the Tenancy Agreement.

Application

I apply for approval to rent the premises referred to in this application I acknowledge that my application will be referred to the Owner 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 bank cheque or EFTPOS. The amount is to be paid to Right Choice Real Estate upon signing the Residential Tenancy Agreement. For security and insurance reasons, Right Choice Real Estate is a cashless agency.

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord/Owner, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord/Owner. If you enter into a Residential Tenancy your tenancy may also be disclosed to the Landlord/Owner, third party operations of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Signed by the applicant

Print name (Applicant One):

Print name (Applicant Two):

Signature (Applicant One):

Signature (Applicant Two):

Date: / /

Date: / /

(If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information".

Initial lease costs

Rental Bond: (4 week's rent) \$

Rent: (2 week's rent) \$

TOTAL: \$

I understand that should my application be approved by the Landlord, I can request to lodge my Rental Bond online directly with NSW Fair Trading. I must advise Right Choice Real Estate at the time of my application being approved that I wish to choose this method. I acknowledge that I must have an email address, mobile number, access to the internet, a Visa card or MasterCard or the ability to pay by BPAY through my bank, credit union or building society, and Australian bank account details. I understand that confirmation of my bond being lodged, must be received before I can sign the Residential Tenancy Agreement. Note: Payment via Visa or MasterCard will incur a 0.4% surcharge. Payment via BPAY may take up to 3 business days to be processed.

I would like to lodge my rental bond online: Yes No, I will pay my bond to Right Choice Real Estate to complete the lodgement

How did you find out about this property

Rental List Sign Internet Other

myconnect



Yes, Please Contact Me



MyConnect is a FREE and easy to use utility connection service

Phone: 1300 854478
Fax: 1300 854479
Email: enquiry@myconnect.com.au
Web: www.myconnect.com.au

Unless I have opted out below, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

[Tick here to optout](#)