

APPLICATION CHECKLIST

TO ENSURE YOUR APPLICATION IS PROCESSED
AS QUICKLY AS POSSIBLE PLEASE ENSURE THAT YOU:-

1. READ THE APPLICATION & PRIVACY STATEMENTS IN FULL & IF THERE IS ANYTHING YOU DO NOT UNDERSTAND PLEASE ASK FOR CLARIFICATION.
2. **EACH PROSPECTIVE OCCUPANT** MUST COMPLETE AN APPLICATION **IN FULL** & SIGN WHERE INDICATED.
3. **EACH PROSPECTIVE OCCUPANT** MUST READ THE PRIVACY STATEMENTS ATTACHED, TICK THE REQUIRED BOXES, SIGN AT THE BOTTOM OF THE PAGE & HAVE WITNESSED WHERE REQUIRED.
4. WE WILL ALSO REQUIRE 100 POINTS OF IDENTIFICATION AS PER THE PROOF OF IDENTITY FORM ATTACHED. **IT MUST INCLUDE PHOTOGRAPHIC I.D.**
5. PLEASE NOTE WE ARE ABLE TO ACCEPT PAYMENTS IN THE FORM OF CASH, PERSONAL CHEQUE, BANK CHEQUE, MONEY ORDER, EFTPOS OR DIRECT DEPOSITS INTO OUR TRUST ACCOUNT.
6. DIRECT CONNECT ARE ABLE TO ASSIST YOU WITH ALL YOUR UTILITY CONNECTIONS, INCLUDING ELECTRICITY, GAS, WATER, PHONE, INTERNET, PAY TV, CLEANERS, INSURANCE, REMOVALISTS AND TRUCK OR VAN HIRE IF REQUIRED. THIS IS A FREE SERVICE & DETAILS ARE ATTACHED HERETO. **TO ACCESS THIS SERVICE YOU WILL NEED TO TICK THE BOX & SIGN WHERE REQUIRED IN SECTION 6 – UTILITY CONNECTIONS” ON YOUR APPLICATION FORM.**
7. PROVIDE A TENANT LEDGER FROM YOUR CURRENT REAL ESTATE AGENT (IF APPLICABLE)

Should you NOT be able to meet the 100 points, or if you have NOT ticked ALL the boxes on the Privacy Statement we are NOT able to process your rental application and CANNOT offer you a rental property.



Residential Tenancy Application Form

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

1. Agent Details

Torquay

Address: 7 Gilbert St, Torquay, VIC, 3228
Phone no: 03 5261 2104
Fax no: 03 5261 4493

2. Property Details

Address _____
Suburb _____ Postcode _____
Lease Term _____ Years _____ Months _____
Date Property is to be occupied ____ / ____ / ____
Number of other Applicants to Occupy the Property _____
Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____
Last Name _____
Date of Birth ____ / ____ / ____ Age (Years / Months) _____
Drivers Licence Number _____ State of Issue _____
Alternate ID (eg passport) _____ No
Pension Type (if applicable) _____ No
Please provide contact details
Home Ph _____ Mobile Ph _____
Email _____
Occupation _____ Work No _____
Current Address _____
Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you
First Name _____ Surname _____
Relationship _____ Phone No _____
Address _____
Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month
First Payment of rent in advance \$ _____
Rental Bond Calendar (1 Month Rent) \$ _____
Sub Total \$ _____

6. Utility Connections

This is a FREE service that connects all your utilities and other services

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- Electricity
- Gas
- Water
- Phone
- Internet
- Pay TV
- Cleaners
- Insurance
- Removalist
- Truck or van hire



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature _____ Date _____

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed _____

Date _____

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

16. How did you find out about this property? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____**11. Centrelink**

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: Date / /

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

| | |
|--------------------------------|----------------|
| DRIVERS LICENCE | 30 POINTS * |
| PASSPORT | 30 POINTS * |
| PROOF OF AGE CARD | 30 POINTS * |
| TENANCY HISTORY LEDGER | 20 POINTS |
| PREVIOUS TENANCY AGREEMENT | 20 POINTS |
| PREVIOUS FOUR RENT RECEIPTS | 20 POINTS |
| RENTAL BOND RECEIPT | 20 POINTS |
| PAY ADVICE | 15 POINTS |
| MOTOR VEHICLE REGISTRATION | 15 POINTS |
| TELEPHONE ACCOUNT | 15 POINTS |
| ELECTRICITY ACCOUNT | 15 POINTS |
| GAS ACCOUNT | 15 POINTS |
| BANK or CREDIT CARD STATEMENTS | 15 POINTS each |
| PENSION CARD | 15 POINTS |
| COUNCIL or WATER RATES | 15 POINTS |
| HEALTH CARE CARD | 15 POINTS |
| MEDICARE CARD | 10 POINTS |
| BIRTH CERTIFICATE | 10 POINTS |

NOTE : Must have at least one of the items listed with “*” next to the points

McCARTNEY REAL ESTATE TORQUAY

LICENSED REAL ESTATE AND BUSINESS AGENTS

CARSMAC P/L. TRADING AS McCARTNEY REAL ESTATE TORQUAY. ABN 66 600 269 181.
JOHN McMAHON & TIM CARSON, DIRECTORS
JOHN McMAHON OFFICER IN EFFECTIVE CONTROL

TENANT PRIVACY STATEMENT

All Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your Tenancy Application.

As professional property managers (McCartney Real Estate Torquay) collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: 03 52612104
Facsimile: 03 52614493
Mobile: 0407 415 035
Email: karen@mccartneyrealestate.com.au
In Person: 7 Gilbert Street, Torquay Victoria 3228
Visit Website: www.mccartneyrealestate.com.au

PRIMARY PURPOSE

As professional Property Managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to:-

- * The Landlord
- * The Landlord's Lawyers
- * The Landlord's Mortgagee / Insurer's
- * Referees you have nominated
- * Organisations / Tradespeople required to carry out maintenance to the premises.
- * Rental Bond Authorities
- * Residential Tenancies Tribunals / Courts
- * Collection Agents
- * National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- * TICA – National Default Tenancy Control
- * Other Real Estate Agents & Landlords

SECONDARY PURPOSES

We also collect your personal information to :

Tick each box if you consent to the use and disclosure

Enable us or the Landlord's Lawyers, to prepare the lease / Tenancy documents for the premises.

Allow organizations / trades people to contact you in relation To maintenance matters relating to the premises.

7 GILBERT STREET, TORQUAY, 3228. PH. (03) 52 612104. FAX; (03) 52 614493.

EMAIL karen@mccartneyrealestate.com.au WEB SITE www.mcartneyrealestate.com.au

- Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Mercantile Agents / Lawyers (where default / enforcement action is required)
- Provide confirmation details for organizations contacting us on your behalf ie; Banks, Utilities (Gas, Electricity, Water, Phone). Employers etc.
- Refer to Landlord's Insurers
- Report your conduct as a tenant on the National Tenancy Database (NTD) & TICA

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

DISCLOSURE STATEMENT

I am aware that I may access my personal information by contacting:

NTD: - (National Tenancy Database is a division of Veda Advantage Information Services & Solutions Limited) (ABN: 26 000 602 862) by:

Telephone: 1300 563 826
 Visit its website: www.ntd.net.au

TICA: -

Telephone: 1902 220 346

Proof of Identity will be required – ie; photo licence, passport etc.

PRIMARY PURPOSE

NTD & TICA collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of NTD & TICA

The real estate agent / property manager will advise NTD & TICA of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

NTD usually discloses information to :-

- * Licensed Real Estate Agent members
- * NTD's parent company, Collection House Limited – ABN 74 010 230 716 and its subsidiaries and related entities & non credit related clients; ie; Insurance companies that issue Landlord protection Insurance cover etc.
- * Credit Bureaus (Commercial Leases only)

If your personal information is not provided to NTD & TICA the Real Estate Agent / Property Manager will **NOT** be able to carry out their professional responsibilities and will **NOT** be able to provide you with a lease / tenancy of the premises.

Signed by the Applicant: _____
 (Signature)

 (Print Name)

_____/_____/_____
 Date Month Year

 (Witness)



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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 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 \$19.80
Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

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 organisation 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at 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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute, higher from mobile and payphones
ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, 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, 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 maybe 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.

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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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____