

# 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 the rental bond and first two weeks' rent.
5. When this form has been completed, please email to

## Rental property:

property address

## Tenancy requirements:

length of tenancy

(months)

rent

\$

per week

commencement date

## Occupancy details:

no. of occupants who will live in this property

no. and ages of children (if any)

no. and type of pets

## Applicant's details:

name

email

address

home phone

work phone

mobile phone

## Personal details:

date of birth

drivers licence number

drivers licence state of issue

passport number

country of issue

no. vehicles

(Including caravans and trailers)

## FREE UTILITY CONNECTION SERVICE

**myconnect**<sup>®</sup>  
a really smart move

**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.



**Yes, please contact me**



**Interpreter required**

### We connect



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

### Our retailers



iPrimus

dodo

TRG

foxtel

European

GRU

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ OR Tick here to opt out

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

**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

**Current employment:**

current employer (company)

employer address

contact name (manager)

contact's work phone

your position

length of employment

(if less than six mths complete Previous Employment Details)

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☐ 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 a bank cheque or money order made payable to McGrath Property Management upon signing the Residential Tenancy Agreement.

## Statement of costs:

Rental bond

\$

Rent in advance (Two weeks' rent)

\$

**TOTAL**

\$

Lodge Bond Online

☐ Yes ☐ No

## 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	phone
address	
email	fax

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

McGrath Limited and its related bodies corporate, franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy, so that we can provide our services relating to sales, leasing and property management and to tell you about our services and property listings. Without your information, we may not be able to provide you services and you may miss out on receiving valuable information from us. We may disclose your personal information to companies in the McGrath group, other parties in the transaction and their authorised representatives and to third party service providers who may have servers located overseas such as in USA, Europe, Japan and the Philippines, and you consent to these disclosures. You have a right to access your personal information that we hold, and may ask us to correct this. Our Privacy Policy contains more detail on your rights and contact details for questions or complaints at [www.mcgrath.com.au/privacy](http://www.mcgrath.com.au/privacy).

## 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