

APPLICATION FOR RESIDENTIAL TENANCY

AGENT FOR LESSOR

PETER MCKENZIE

PROPERTY ADDRESS

UNIT Lu Elle Palms 1-9 Gray Street, Tweed Heads, 2485

Ph 07 55365033 Fax 07 55365044 Email luellepalms@hotmail.com

First Applicant: Full NameDate of Birth.....

Drivers Licence No.Ph. Hm.....Wk.....Mob.....Email.....

Second Applicant: Full Name.....Date of Birth.....

Drivers Licence No.Ph. Hm.....Wk.....Mob.....Email.....

I/We agree to supply any of the following information to assist in the processing of this application and agree that the agent may photocopy any item and retain as part of this application in accordance with Privacy Principle 1.3 of the Privacy Act.

This office is a member of TICA Default Tenancy Division Pty Ltd, and as such all applications for tenancy will be checked with TICA

	First Applicant		Second Applicant	
1. Photo Identification – Passport or Drivers Licence	YES	NO	YES	NO
2. Minimum of TWO references from previous lessor or agent	YES	NO	YES	NO
3. Last FOUR rent receipts or copy of tenants payment ledger	YES	NO	YES	NO
4. Copy of previous accounts eg. Telstra, Electricity, Gas etc	YES	NO	YES	NO
5. Proof of Income (i.e. Pay slips, Work contract, Centrelink)	YES	NO	YES	NO

Full Names of all other persons who will occupy the Property – (show ages of all children)
(All Applicants other than those named in 1 & 2 must complete a separate Application form)

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	First Applicant		Second Applicant	
Have you ever been evicted by any lessor/agent?	YES	NO	YES	NO
Have you ever been refused another property by any lessor/agent?	YES	NO	YES	NO
Are you in debt to another lessor or agent?	YES	NO	YES	NO
Is there any reason known to you that would affect your rent payment?	YES	NO	YES	NO
Was your rental bond at your last address refunded in full?	YES	NO	YES	NO

If **NO** – What deductions were made? Rent Arrears \$..... \$.....
Repairs \$..... \$.....
Cleaning \$..... \$.....

FIRST APPLICANT

Present Address Phone

Period of OccupancyReason For LeavingRent paid \$.....

Name of Agent or OwnerPhone.....Fax.....

Previous Address

OccupationNet Weekly Income \$.....

EmployerPeriod with current employer

PhoneFax..... What day of each week/fortnight is your pay-day

If Self-Employed

Name of BusinessA.C.N.Industry

AddressHow long self employed?

Name of AccountantPhone

Personal Referees (Do not include Relatives)

(1) Name & AddressPhone

(2) Name & AddressPhone

Name of Relatives or other persons to contact in case of emergency

(1) Name & AddressRelationshipPhone

(2) Name & AddressRelationshipPhone

SECOND APPLICANT

Present Address Phone

Period of Occupancy Reason For Leaving Rent paid \$.....

Name of Agent or Owner Phone..... Fax.....

Previous Address

Occupation Net Weekly Income \$.....

Employer Period with current employer

Phone Fax..... What day of each week/fortnight is your pay-day

If Self-Employed

Name of Business A.C.N. Industry

Address How long self employed?

Name of Accountant Phone.....

Personal Referees (Do not include Relatives)

(1) Name & Address Phone

(2) Name & Address Phone

Name of Relatives or other persons to contact in case of emergency

(1) Name & Address Relationship Phone

(2) Name & Address Relationship Phone

Total Number of Vehicles to be kept at premises

Car Registration #. Model Car Owned or Hire Purchase/Company.....

Car Registration #. Model Car Owned or Hire Purchase/Company

PETS ARE NOT PERMITTED ON THE PREMISES WITHOUT BODY CORPORATE APPROVAL

1. I/We, the Applicant(s) declare that the above information is true and correct and that I/we have supplied it of our own free will AND I/we hereby authorise you as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information in accordance with **Privacy Principle 1.3 of the Privacy Act**.

2. I/We acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we enter into on approval by the lessor or agent.

3. I/We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.

4. I/We, the Applicant/s declare that I/we am/are not bankrupt and that the rental is within my/our means.

5. I/We have inspected the premises and wish to take a tenancy for the period of from / / at a Rental of \$per week. I/we also undertake to pay a Rental Bond of \$when I/we sign the Tenancy Agreement.

6. It is agreed that immediately upon communication of acceptance of this application by the lessors agent, that the tenant will pay a non-refundable deposit equal to two weeks rent within 24 hours.

Date / /

First Applicant/s Signature Contact No.....

In the presence of (signature)

Date / /

First Applicant/s Signature Contact No.....

In the presence of (signature)

OFFICE USE ONLY:

Personal References Checked: YES/NO WHO Date.....

Tenancy Database Checked: YES/NO WHO Date

Previous Agent/Lessor Checked: YES/NO WHO Date

Employment Checked: YES/NO WHO Date

Lessor Notified – APPROVED: YES/NO WHODate

APPLICANT/S NOTIFIED – NameHow notifiedDate.Time

Property Managers SignatureDate

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 TICA Default Tenancy Control Pty Ltd (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: Lu Elle Palms Letting Service

Address: 87/1-9 Gray Street TWEED HEADS 2485

Ph: 07 5536 5033 Fax: 07 5536 5044

Email: luellepalms@hotmail.com

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 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 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

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide 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 TICA may collect personal information about you, the following information about TICA 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. 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant/s

Signature

Print Name

Signature

Print Name

Date Day / Month / Year

Witnessed