



ADDRESS OF PREMISES APPLIED FOR: _____

PERSONAL DETAILS: *All adults to be living at the premises are to fill out an application for tenancy*

Title: _____ First name: _____ Surname: _____

Date of birth: _____

Marital Status: (please circle) Single/Married/Divorced/De Facto/Widowed

Current address: _____

Phone: (H) _____ (W) _____ (M) _____

RENTAL REFERENCES:

Name of Current landlord/agent: _____ Phone: _____

Address: _____

Period of Tenancy: _____ Rent paid per week: \$ _____

Reason for leaving: _____

Name of **previous** landlord/agent: _____ Phone: _____

Address: _____

Period or Tenancy: _____ Rent paid per week: \$ _____

Vacate date: _____

Reason for leaving: _____

If you have not rented a property before and have sold a property, please complete the following section:

Selling agent: _____ Phone: _____

Property address: _____

Settlement date: _____

EMPLOYMENT HISTORY

Company: _____

Manager/Supervisor: _____ Phone: _____

Address: _____

Period of employment: _____ Position held: _____

Weekly net wage: \$ _____ Full time/Part time/Casual

PREVIOUS EMPLOYMENT (IF LESS THAN 3 YRS):

Company: _____

Manager/Supervisor: _____ Phone: _____

Address: _____

Period of employment: _____ Position held: _____

Weekly net wage: \$ _____ Date left employment: _____

ALL CREDIT REFERENCES:

Bank/lending authority: _____

Monthly payment due: \$ _____

PERSONAL REFERENCES: *(Not relations or relations of other applicant/s)*

1 Name: _____

Phone no: _____

Address: _____

Relationship: _____

2 Name: _____
Phone no: _____
Address: _____
Relationship: _____

NEXT OF KIN: (Must be people who will not be living at the property applied for)

1 Name: _____
Address: _____
Relationship: _____
Phone: _____

2* Name: _____
Address: _____
Relationship: _____
Phone: _____

**Next of Kin must reside at a different address to No 1*

PERSONAL IDENTIFICATION:

D/L or Passport No: _____ State/Country: _____ Expiry date: _____
Medicare No: _____
Motor Vehicle Make: _____ Registration No: _____ Registration expiry date: _____

NO. OF PERSONS WHO WILL OCCUPY PREMISES:

Adults: _____ Children: _____ Ages of children: _____

Do you have or intend to have any pets? _____

If YES, what type and breed: _____

IDEAL LENGTH OF TENANCY AGREEMENT: 6 months or 12 months

IDEAL DATE TO MOVE IN: _____

I, _____ (the applicant) state that the above written details are true and correct and given in support of my tenancy application to Inglis Property Macarthur. I also understand that this information will be used to assess my application of tenancy and I authorise Inglis Property Macarthur. to make enquiries about the information included on my tenancy application. Further, I confirm the weekly rental of \$ _____ and also acceptance of suitability and that the property has been inspected by me.

Applicant 1

Applicant 2



ANNEXURE TO TENANCY APPLICATION

PART A

I/We the applicant/s have inspected the premises and agree to take the property as it is offered and confirm acceptance of suitability.

Applicant 1

Applicant 2

PART B

1. To complete your application you are requested to answer all questions to the best of your ability. Any false information could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance of your application.
3. Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring.
4. Upon approval of your application, a Reservation Fee of one (1) week will be required. Payment must be made by BANK CHEQUE ONLY (personal or company cheques are not accepted) within two (2) days to secure the property in your favour. The property will not be taken off our rental list until a deposit is paid and the balance of monies are paid by the same method upon signing of the Residential Tenancy Agreement.

PART C

- A) Have you ever been evicted by any landlord or agent? _____
If yes give details _____
 - B) Have you ever applied for a property through any landlord or agent and were unsuccessful? _____
If yes give details _____
 - C) Are you in debt to another landlord or agent? _____
If yes give details (include agent/landlord name) _____
 - D) Is there any reason known to you that would affect your rent payment? _____
If yes give details _____
 - E) Were any deductions made from your rental bond at your last address? _____
If yes give details _____
2. I/We, _____ the applicant/s, hereby authorise you as an Agent to conduct an inquiry with Tenancy Information Centre Australia and any other searches which may verify the information provided by me/us. I/We understand that this information will be used to assess my/our application for tenancy.
 3. I/We, _____ do solemnly and sincerely declare that the written details above are true and correct and has been willingly supplied to assist in the assessment of my/our application to Inglis Property Macarthur.

Applicant 1

Applicant 2



TENANCY APPLICANTS PLEASE NOTE

Before completing the application please read through the following:

THIS OFFICE IS A MEMBER OF TICA DEFAULT TENANCY CONTROL SYSTEM

(A division of Tenancy Information Centre Australasia Holdings Pty Ltd)

All applications for tenancy in this office are processed through TICA. We require the following information to be supplied, for photocopying, to process an application.

1. Photograph identification - Passport or Australian Drivers Licence or Birth Certificate.
2. Medicare card or Keycard or Centrelink Benefits/Pension Card
3. Written references –from people listed in application under personal references, current & previous rental references. If you have sold a property through an Agent, a written reference is required from the Listing Agent.
4. Proof of present address - ie. current telephone or mobile account, electricity or gas supply account, bank or credit card statements.
5. Copies of at least 4 current rental receipts or a computer report of rental payments. If you have rented privately a written rental reference is required. For home owners current council rates are required.
6. Credit references (if applicable) must be in writing from the lending authority or a copy of a bank statement showing repayments.
7. Proof of income - ie. current payslips, DSS income form, bank statement. A written reference on company letterhead is also required from your employer stating your wage, position held and period of employment.

Our office reserves the right to allow for any changes or additions to the above information. Should an applicant fail to provide the above details the application may not be processed. An application will only be processed on a FULLY completed and signed tenancy application.

Upon approval of your application a Reservation Fee of one (1) week will be required and all future rent payments must be made by either telephone, internet or credit card – as per the iPayRent system. SYSTEM options .

PLEASE NOTE: INGLIS PROPERTY MACARTHUR reserves the right to accept more than one tenancy application on any one property.



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 087400379) is a tenancy database that records tenants personal information from its members including tenancy application enquiries 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 avenues;

- Phone 190 222 0346 (calls are charged at \$4.50 per minute including GST – higher from mobiles or pay phones)
- Mail to TICA Public Enquiries at P.O. BOX 120, CONCORD, 2137 (a fee of \$8.80 plus a 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 organisations for any other purpose other than assessing 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 licence 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 Helpline 190 222 0346 (calls charged at \$4.50 per minute including GST – higher from mobiles or 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.

Signature(s) _____ Print Name(s) _____

Signature of witness _____ Date _____



Privacy Act Acknowledgement for Tenant Applications and 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 cannot process your application.

Member Name: **Inglis Property Macarthur**
42 Argyle Street, Camden NSW 2570
Tel: **02 4655 3322** Fax: **02 4655 7429**
email: **gabrielekennedy@inglis.com.au**

As a professional asset manager, we collect personal information about you and the information we collect can be accessed by you by contacting our office on the above numbers or address.

PRIMARY PURPOSE

Before a tenancy is accepted, we collect your information to assess the risk to our client 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 on 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.

Office Use Only

Landlord: _____

Length of tenancy: 6 or 12 months

Period of tenancy: _____

Rent per week: _____

Number of occupants: _____

Names on Lease agreement: _____

_____ Date application received in office

