



NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Applications 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	40 POINTS *
BIRTH CERTIFICATE	40 POINTS *
PASSPORT (international must supply visa)	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE ADVICE	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

NOTE: Must have at least ONE of the first items with * next to the points

Karander Pty Ltd T/As Votiva Realty ABN 23 121 240 140
Unit 14/6 Vanessa Boulevard, SPRINGWOOD QLD 4127
Ph. (07) 3299 3534 Fax. (07) 3299 3526

Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

Applicant/s name: _____

Address of property: _____

Weekly Rent: _____

Rental Bond: _____

Income	Weekly Amounts
First Applicant income per week	\$ _____
Second Applicant income per week	\$ _____
Government benefits	\$ _____
Total Income	\$ _____

Liabilities	Weekly Amounts
Taxation	\$ _____
Outstanding rental debts	\$ _____
Personal loans	\$ _____
School fees	\$ _____
Credit card/store card payments	\$ _____
Total Liabilities	\$ _____

Living expenses	Weekly Amounts
Day to Day Living (food, clothing and personal)	\$ _____
Phone/Mobile	\$ _____
Car (registration and running expenses)	\$ _____
Insurance (car, life, contents etc)	\$ _____
Rent	\$ _____
Health Insurance	\$ _____
Fuel, power, gas etc	\$ _____
Total Living Expenses	\$ _____

Total Income	\$ _____
Less liabilities	\$ _____
Sub-total	\$ _____
Less Living Expenses	\$ _____
Balance	\$ _____

Signed by Applicant/s _____ **Dated** _____

PROPERTY ADDRESS _____

This application is made on the _____

In order to process this application all questions must be fully answered. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the property on the _____
2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____
3. I/We agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement by law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy databases, the removal of such information is subject to the guidelines of the database companies.
8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by BANK CHEQUE or MONEY ORDER.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full accordance with clause 8 above.
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/we agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding both by the landlord and the tenant, I/we further agree that I/we will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
13. I/We agree to Votiva Realty making a copy of the identification items I/we present to form this application.
14. I/We understand that any contents in the rental property that belong to the tenant/s is the responsibility of the tenant/s and it is the tenant/s responsibility to have contents insurance set in place to cover all items that are solely owned by the tenant/s. The agent and the landlord are NOT RESPONSIBLE for this contents or any liability for the contents.

Applicant One Signature _____ Applicant Two Signature _____

Agent Signature _____ Print Name _____

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 cannot process your application.

VOTIVA REALTY

Unit 14/6 Vanessa Boulevard Springwood

Ph: 3299 3534 Fax: 3299 3526

rentals@votiva.com.au

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 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;

- Trades people to contact you for repairs and maintenance of the property.
- 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 of 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: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phones) Mail: Tica Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

Primary Purpose

TICA collects information from its members on tenancy 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 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 or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which member 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 1902 220 346 calls charged at \$5.45 per minute including GST (higher for mobile 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.

Signed by the Applicant/s

Signature

Print Name

Signature

Print Name

Date

Witnessed

FIRST APPLICANTS NAME

SURNAME: _____ GIVEN NAMES: _____
D.O.B _____ D/L _____ PASSPORT _____
LAST SUBURB _____ STATE _____ POST CODE _____

APPLICANTS CONTACT NUMBER

(H.) _____ (W.) _____ (M.) _____

VEHICLE

TYPE _____
REGO _____ OWNED or FINANCED _____

NUMBER OF OCCUPANTS

ADULTS _____ CHILDREN _____ AGES _____

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ FAX NUMBER _____

PERIOD OF EMPLOYMENT _____ INCOME _____ CONTACT _____

OCCUPATION (PREVIOUS EMPLOYER IF LESS THAN 6 MONTHS)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ FAX NUMBER _____

PERIOD OF EMPLOYMENT _____ INCOME _____ CONTACT _____

OTHER INCOME

ADDITIONAL INCOME OR BENEFITS RECEIVED _____ AMOUNT\$ _____

PETS: YES/NO

PETS OWNED _____ BREED _____

REGISTERED: YES/NO

ARE YOU A SMOKER? YES/NO

PRESENT ADDRESS: _____

AGENT/LANDLORD _____
PERIOD OF OCCUPANCY _____ RENT PAID _____
BOND\$ _____ PHONE _____ FAX _____
REASON FOR LEAVING _____
_____ CONTACT _____

PREVIOUS ADDRESS: _____

AGENT/LANDLORD _____
PERIOD OF OCCUPANCY _____ RENT PAID _____
BOND\$ _____ PHONE _____ FAX _____
REASON FOR LEAVING _____
_____ CONTACT _____

PERSONAL REFERENCE

NEAREST RELATION NOT LIVING WITH YOU

NAME _____ PHONE _____ (M.) _____
ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details

COMPANY OR BUSINESS

COMPANY OR BUSINESS NAME _____
ADDRESS _____
LESSOR/AGENT _____
ACN OR BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____
ACCOUNTANT _____ CONTACT _____
PHONE _____ FAX _____

SECOND APPLICANTS NAME

SURNAME: _____ GIVEN NAMES: _____
D.O.B _____ D/L _____ PASSPORT _____
LAST SUBURB _____ STATE _____ POST CODE _____

APPLICANTS CONTACT NUMBER

(H.) _____ (W.) _____ (M.) _____

VEHICLE

TYPE _____
REGO _____ OWNED or FINANCED _____

NUMBER OF OCCUPANTS

ADULTS _____ CHILDREN _____ AGES _____

OCCUPATION (CURRENT EMPLOYER)

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PETS: YES/NO

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PERIOD OF OCCUPANCY _____ RENT PAID _____
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REASON FOR LEAVING _____
_____ CONTACT _____

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AGENT/LANDLORD _____
PERIOD OF OCCUPANCY _____ RENT PAID _____
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REASON FOR LEAVING _____
_____ CONTACT _____

PERSONAL REFERENCE

NEAREST RELATION NOT LIVING WITH YOU

NAME _____ PHONE _____ (M.) _____
ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details

COMPANY OR BUSINESS

COMPANY OR BUSINESS NAME _____
ADDRESS _____
LESSOR/AGENT _____
ACN OR BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____
ACCOUNTANT _____ CONTACT _____
PHONE _____ FAX _____

PERSONAL DETAILS CONTINUED

The following questions must be answered

- Has your tenancy ever been terminated by a landlord or agent Yes/No
If yes give details: _____
- Have you ever been refused a property by any landlord or agent Yes/No
If yes give details: _____
- Are you in debt to another landlord or Agent Yes/No
If yes give details: _____
- Have any deductions ever been made from your rental bond Yes/No
If yes give details: _____
- Is there any reason known to you that would affect your future rental payments Yes/No
If yes give details: _____

I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application of tenancy.

Applicant/s signature: _____

OFFICE USE ONLY

RENT	\$ _____	Employment details confirmed	Yes/No
BOND	\$ _____	Previous Agents or Landlords	Yes/No
OTHER	\$ _____	100 Point checklist Passed	Yes/No
TOTAL	\$ _____	Tica check completed by phone or Internet	Yes/No
LESS DEPOSIT	\$ _____	Landlord Contacted	Yes/No
OWING	\$ _____	Employment details confirmed	Yes/No
		Accepted	Yes/No
		Rejected	Yes/No

TICA CHECK DETAILS

APPLICANT NAME	METHOD	RESULTS	
	Internet check	No information found	Yes/No
		Information found	Yes/No

NOTES: _____

