

# Tenancy Application Form

Thank you for taking the time to complete this Application for Tenancy. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:-

1. We require all out tenants (where the rent is over \$500 per week) to pay rent on a calendar monthly basis, by direct debit from a nominated bank account, through EZIDEBIT.
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 provide either a bank cheque or money order for the rental bond, agreement preparation fee and first month's rent.

## Rental property:

Property address
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## Tenancy requirements:

Length of tenancy	rent	Commencement date:
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## Occupancy details:

No. Of occupants who will live in this property	No. And ages of children (if any)	Type of pets (if applicable)
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## Applicant's details:

Name	email
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address
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## Personal details:

Home phone	Work phone	Mobile phone
Date of birth	Drivers licence number	Drivers licence state of issue
Passport number	Country of issue	Car rego—make—model

## 100 point identification check

Please speak with the Property Manager should you be unable to meet the 100 point check criteria

50 points	Rent Ledger	10 points	Current motor vehicle rego papers
40 points	Drivers Licence	20 points	Min 2 references from previous agent/landlord
30 points	Photo Identification	30 points	Passport
10 points	Birth Certificate	10 points	copy of Telstra/country energy/gas account
10 points	Other Identification		

**Current rental details:**

Property address		
Current rent    \$                      per week	How long have you lived there?	Reason for leaving
Agent//landlord	Work phone	

**Previous rental details:**

Property address		
Current rent    \$                      per week	How long have you lived there?	Reason for leaving
Agent//landlord	Work phone	

Property address		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income    \$                      per week	Full or part time?

**Current employment: (if less than six months employment please complete previous employment details)**

Property address		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income    \$                      per week	Full or part time?

**Previous employment:**

name	relationship	Contact phone
address		
name	relationship	Contact phone
address		

**Emergency contact details:**

name	occupation	Contact phone
address		
name	occupation	Contact phone
address		



3/76 Ballina Street, LENNOX HEAD  
 9 Byron Street, BANGALOW  
 P: (02) 6687 4399  
 F: (02) 6687 5733

## Authority and Privacy disclaimer:

### 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 and **authority** is hereby given to check credit references, employment details, previous rental references. Tenant default registry database checks, personal references and any other searches which may verify the information provided by me.
4. I **authorise** the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.
5. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.
6. I declare that i am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct
7. 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.
8. I confirm having a received a copy of this application for my retention.

## TICA Acknowledgement

TICA collects information from it's 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 any organisation 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 TICA member in relation to your tenancy, which members you rented through and which members you applied to.

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 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.

Further 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 TICA on 190 222 0346 calls charged at \$5.45 per minute including GST (Higher from mobile and pay phones).

Applicant's signature

date

Agent/witness signature

date

**Lois Buckettt**

**Property Management**

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The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent Yes/No  
If Yes give details \_\_\_\_\_
2. Have you ever been refused a property by any landlord or agent Yes/No  
If Yes give details \_\_\_\_\_
3. Are you in debt to another landlord or agent Yes/No  
If Yes give details \_\_\_\_\_
4. Have any deductions ever been made from your rental bond Yes/No  
If Yes give details \_\_\_\_\_
5. Is there any reason known to you that would effect your future rental payments Yes/No  
If Yes give details \_\_\_\_\_
6. I/We would like to be contacted with free information regarding purchasing in the future. Yes/No
7. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy. Yes/No

### Statement of costs:

I undertake to pay the monies detailed below by a bank cheque or money order made payable to Lois Buckett Real Estate upon signing the Residential Tenancy Agreement.

Rent Bond	<input type="text" value="\$"/>
Rent in advance	<input type="text" value="\$"/>
Residential Tenancy Agreement Fee (50%)	<input type="text" value="\$"/>
<b>TOTAL</b>	<input type="text" value="\$"/>

I acknowledge that the method of payment of rent required is via direct debit and that this facility will be set up upon signing of tenancy agreements. I also acknowledge that there will be a set up fee of \$3.30 in arranging this service.

### If a reservation fee is being paid on the property, the following conditions will apply:

1. The reservation fee of \$  is equivalent to one week's rent to reserve the premises for the period of seven days.
2. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant
3. That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full.
4. That should the Landlord accept this application, the reservation fee will be paid towards the initial rent for the premises
5. That should the applicant decide not to proceed, the Landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
6. That the reservation fee will be banked into a trust account and refund given will be by way of EFT

### Lois Buckett Real Estate, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:

1. To reserve the premises for the period in accordance with the conditions stated above:
2. To notify the applicant within the reservation period whether or not the applicant has been approved

<input type="text" value="Applicant's signature"/>	<input type="text" value="date"/>
<input type="text" value="Agent/witness signature"/>	<input type="text" value="date"/>