

Tenancy Application Form



ATTENTION : Your application will NOT be processed until you have provided the following **INFORMATION**

1. Photo ID - copy of your Drivers License or 18 + Card, and/or Passport
2. Proof of income eg. Payslip, Letter of Appointment or Bank Statement
3. Proof of current residential address eg. Electricity, Telephone account or Council Rates notice
4. Contact details of your Next of Kin, and at least 2 personal referees

PLEASE NOTE : If we approve your application you will be required to sign a Tenancy Agreement and pay an amount equal to two (2) weeks rent within 48 hours. **The Bond plus 2 weeks rent must be paid in full before commencement of the Tenancy.** Cash will not be accepted by our office. Bank cheque, money order or direct deposit into our trust account only.

KEYS to the property will not be provided before the tenancy commencement date under any circumstances.

Property Address			
Tenancy requirements	When do you want to move in? _____ / _____ / _____ <i>Note: this is your desired lease start date.</i>		
	Proposed Rent	\$ _____	Lease for 6 / 12 mths or other _____
Your full name			
Your current address			
(please circle)	Rental	Owned	Other - _____
Your contact details (Circle preferred contact)	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email _____		
Personal Details	Date of Birth: _____		
	Drivers Licence No: _____	Passport No: _____	
	Expiry Date: _____	Expiry Date: _____	
Current Rental Details (if applicable)	Current rent \$ _____ per week		I have lived there for _____ months
	Agent/Lessor name _____		
	☎ Business _____	Fax: _____	
	Lease Expiry Date _____		
	Why are you leaving? _____		
Previous address	Address: _____		
	Rent \$ _____ per week	I lived there for _____ months	
	Agent/Lessor name _____		
	☎ Business _____		
	Why did you leave? _____		
Employment If less than 6 mths, also advise previous employer	Current employer: _____		
	Job position _____		
	Length of employment _____	☎ Business _____	
	Contact name _____		
	Full time or part time? (Circle one)	Nett weekly income	\$ _____
Occupancy details	What is the total number of occupants who will live in this property? _____		
	Names of other applicants _____ (separate applications must be completed)		

	Number and ages of children (if any) _____		

Occupancy details	Pets? Yes/No (circle one) <i>If yes, request Pet Application Form</i>		
	Number and type		
	Vehicles at property	Make/Model:	Reg:
		Make/Model:	Reg:
Income if based on Government benefits (provide copies of statements)	Payments received:	Payment Description:	Income/amount
	Weekly/Fortnightly		\$
	Weekly/Fortnightly		\$
	Weekly/Fortnightly		\$
If Self Employed	Name of Business	Industry	
	Address	☎ Phone	
	Accountant's Name	☎ Phone	
Emergency contact details	Name of contact _____		
	Address _____		
	Relationship to you _____		☎ Phone _____
Personal or business references (not relatives)	Name	Occupation	☎ (Work)
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
How did you find out about this property?	<input type="checkbox"/> Internet <input type="checkbox"/> Sign Board <input type="checkbox"/> Newspaper <input type="checkbox"/> Rental List <input type="checkbox"/> Referral <input type="checkbox"/> Window Display <input type="checkbox"/> Other (name)		

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the lessor of the property for his / her / their acceptance and if the application is approved, to prepare a Tenancy Agreement for the premises

I, the Applicant, 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 above premises and wish to apply for tenancy of the premises for a period of mths, at a rental of \$..... per week.

I undertake to pay a Rental Bond and the first two week's rent by direct deposit, bank cheque or money order made payable to Property Minders Asset Management upon signing the Tenancy Agreement.

I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken. I have read the Privacy Declaration overleaf.

I acknowledge that no reason will be given for unsuccessful applications.

Upon signing this Application Form you are acknowledging you have been provided with a Form 18A (tenancy agreement) and the special terms relating to the property or read the sample on our website – www.propertyminders.com.au.

Applicant's signature(s) _____ Date _____

_____ Date _____

Agent's signature _____ Date _____

PRIVACY ACT ACKNOWLEDGEMENT FORM

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: Property Minders Asset Management
Address: PO Box 96, Red Hill Q 4059
Ph: 07 3368 1654 Fax: 07 3368 1605
Email: askus@propertyminders.com.au

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. 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

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.

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 \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 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.

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 \$ 5.45 per minute including GST (higher from mobile and pay phones)

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.

APPLICANT

Name Signature Date / /