

# APPLICATION FOR TENANCY

**Address of premises:** \_\_\_\_\_

**Surname:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ **Given Names:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Current address:** \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (m) \_\_\_\_\_ (w) \_\_\_\_\_

Date of Birth: 1. \_\_\_\_\_ 2. \_\_\_\_\_

No of people to occupy premises: Adults \_\_\_\_\_ Children \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

**Pets:** YES / NO Type: \_\_\_\_\_ Approx Age: \_\_\_\_\_

**Occupation:** \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

**Current Landlord/Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Period of Tenancy: \_\_\_\_\_ Rent p/w: \$ \_\_\_\_\_

**Previous Landlord/Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Period of Tenancy: \_\_\_\_\_ Rent p/w: \$ \_\_\_\_\_

## Other References:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Next of kin: \_\_\_\_\_ Phone: \_\_\_\_\_

**AUTHORITY BY APPLICANT**

I authorised the Landlords Agent to:

- a) Check with my employer, my present or previous Landlord/Agent, and the referees names as to my suitability as a tenant.
- b) Check with the Tenancy Information Centre of Australia regarding my previous tenancies

When would you like to have access to this property if your application was approved?

Lease to be signed on: \_\_\_\_\_

Request lease term: 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 12 months \_\_\_\_\_

Signature of Applicant/s ..... Date: .....

Prior to the processing of applications, you will be required supply photo copies of :

**One (1)** from group A and **Three (3)** from group B and **MUST SUPPLY PROOF OF INCOME**

<b>GROUP A</b>
<ul style="list-style-type: none"> <li>• Current Drivers Licence</li> <li>• Current Photo ID</li> <li>• Current Passport</li> <li>• Current Aust Defence Photo ID</li> <li>• Full Birth Certificate</li>   <li>• <b>Must supply income statements</b></li> </ul>

<b>GROUP B</b>
<ul style="list-style-type: none"> <li>• Current Medicare card</li> <li>• Current Pensioner Concession Card</li> <li>• Telephone, gas or electricity account</li> <li>• Water rates, council rates, land valuation</li> <li>• Current student identity card</li> <li>• NSW or other state proof of age card</li> <li>• Rental receipts, bond lodgement notices</li> <li>• Residential Tenancy Agreement</li> </ul>

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principals of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principals the database member discloses that in addition to information being supplied to a databases company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurjance companies, government departments and other landlords and Agents.

I/We the said applicants/ declare that I/we give my/our permission to the agent to collect my/our information abnd pass such information onto TICA default tenancy contraol Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database company to contact any of my/our referees provided by me.us in my/our tenancy.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject tot the conditions of the database company.

I/we understand that TICA Default Tenancy Contraol Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breated their tenancy agreement.

I/We agree and understant that should I/We fail to provide that database member with the information and acknowledgements required the data base member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adberse effect on my/our ability to obtain furture rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 345. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

**Applicants Name/s** : 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Past Tenancy Address** : \_\_\_\_\_

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ **Dated:** \_\_\_\_\_

## PRIVACY NOTICE FOR APPLICATION FOR TENANCY FORMS

### PRIVACY NOTICE

The Privacy Act 1998 (CTH) regulates the collection, use disclosure and maintenance of personal information by the Agent from the Applicant and from the third parties relating to the Applicant.

The information collected enables the Agent to identify the Tenant, to assess this application and for the property management of the Landlord and Tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the Landlord and Tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is unusual to disclose the information to enable the Agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owners corporations and community associations and as otherwise permitted by the privacy act 1998 and this will include information about the applicants performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly and failure to observe any obligations) and information collected during the term of the tenancy.

The applicant has the right of access to the information and may do so by contacting the Agent. The applicant has the right to correction of the information if it is not accurate, up to date and complete.

Tenants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Could you please provide rental information on above tenants who lived at:

Thank you for your assistance

Hejdi Justice  
Property Manager