

## tenancy application form.

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### APPLICANT NAME & DETAILS

Given names \_\_\_\_\_ Surname \_\_\_\_\_

D.O.B \_\_\_\_\_ tel. number \_\_\_\_\_

passport number \_\_\_\_\_ drivers lic. number \_\_\_\_\_

email \_\_\_\_\_

**Property you are applying for** \_\_\_\_\_

**Period of lease** \_\_\_\_\_

**Please note if you are a smoker you will be required to smoke outside at all times**

Pets if applicable \_\_\_\_\_

Please provide details if your animal/s live indoors or outdoors

\_\_\_\_\_

### PLEASE READ THE FOLLOWING & SUPPLY COPIES TO US

- Tenants please note that prior to assessing your tenancy application form our staff are required to conduct a 100 point identification check. If you are unable to provide us with this information please advise our staff prior to completing the form.
- To achieve 100 points you may use any of the following; drivers licence\*, passport\*, proof of age card\* are each worth 30 points.
- Previous tenancy agreement, rental bond receipt, tenancy history ledger are each worth 20 points.
- Motor vehicle registration, telephone account, electricity account, gas account, bank statement, pensioner card, council or water rates, pay slips, health care card and birth certificate are each worth 15 points.
- NOTE at least one of the items followed by a \* must be presented.

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**APPLICANT/S PERSONAL DETAILS**

number of occupants adults \_\_\_\_\_ children \_\_\_\_\_ ages \_\_\_\_\_

contact numbers h. \_\_\_\_\_ w. \_\_\_\_\_ m. \_\_\_\_\_

occupation \_\_\_\_\_ employer \_\_\_\_\_

employers address \_\_\_\_\_

phone \_\_\_\_\_ time with employer \_\_\_\_\_ contact \_\_\_\_\_

previous employer \_\_\_\_\_ time with employer \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_ contact \_\_\_\_\_

current address \_\_\_\_\_

period at residence \_\_\_\_\_ current rent \$ \_\_\_\_\_

reason for leaving \_\_\_\_\_

agent / landlord \_\_\_\_\_ phone \_\_\_\_\_

previous address \_\_\_\_\_

period at residence \_\_\_\_\_ rent paid \$ \_\_\_\_\_ bond refunded YES or NO

reason for leaving \_\_\_\_\_

agent / landlord \_\_\_\_\_ phone \_\_\_\_\_

emergency contact \_\_\_\_\_

address \_\_\_\_\_

\_\_\_\_\_ phone \_\_\_\_\_

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**APPLICANT/S PERSONAL DETAILS continue**

Nearest relative not living with you \_\_\_\_\_

Relationship \_\_\_\_\_ phone \_\_\_\_\_

Address \_\_\_\_\_

if you are self employed evidence will be required such as tax or annual returns, please advise of details

company or business name \_\_\_\_\_

address \_\_\_\_\_ lessor/agent \_\_\_\_\_

acn or business registration number \_\_\_\_\_ date formed \_\_\_\_\_

accountant \_\_\_\_\_ contact \_\_\_\_\_

address \_\_\_\_\_

\_\_\_\_\_ phone \_\_\_\_\_

**Please answer the following 5 questions**

1. Has your lease ever been terminated by a landlord or agency? YES or NO  
If yes give details \_\_\_\_\_

2. Have you ever been refused a property by a landlord or agency? YES or NO  
If yes give details \_\_\_\_\_

3. Are you in debt to another landlord or agency? YES or NO  
If yes give details \_\_\_\_\_

4. Have you had any deductions taken from your rental bond? YES or NO  
If yes give details \_\_\_\_\_

5. Is there any reason known to you that could effect your future rental payments? YES or NO  
If yes give details \_\_\_\_\_

## tenancy application form.

### 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 rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

address of property \_\_\_\_\_  
weekly rent \_\_\_\_\_ rental bond \_\_\_\_\_

total net income.	weekly amounts
applicants income per week	\$ _____
government benefits	\$ _____
total income	\$ _____

liabilities.	weekly amounts
car payments	\$ _____
outstanding rental debts	\$ _____
credit card/store card payments	\$ _____
personal loans	\$ _____
school fees	\$ _____
total liabilities	\$ _____

living expenses.	weekly amounts
phone / mobile	\$ _____
health insurance	\$ _____
rent	\$ _____
fuel, power, gas etc	\$ _____
car ( registration & running costs )	\$ _____
day to day living ( food, clothing & personal )	\$ _____
insurance ( car, life, contents etc )	\$ _____
total living expenses	\$ _____

total income	\$ _____
less liabilities	\$ _____
sub-total	\$ _____
less living expenses	\$ _____
balance	\$ _____

signed by applicant \_\_\_\_\_ dated \_\_\_\_\_

## 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 can not process your application.

Member Name: Living Property  
Address: suite 12 / 104 Crown Street, Wollongong NSW 2500  
Phone: (02) 4228 6800 Fax: (02) 4228 6822  
Email: rentals@livingproperty.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 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

- 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.

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 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.

### **Further Information About TICA**

Full 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 our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and 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            Day    Month    Year

\_\_\_\_\_  
Witnessed