

F. APPLICANT HISTORY

If you have not been a tenant in Australia go to Question 8. How long have you lived at your current address?

Years Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly Rent

 \$

Was bond refunded in full? If not why not?

G. HOUSING HISTORY

11. What was your previous residential address?

Postcode

12. Reason for leaving?

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly Rent

 \$

H. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name Phone no.

Length of employment Net Monthly Income

Years Months \$

16. Please provide details of any additional income

Amount Source

\$

I. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname Given name/s

Relationship to you Phone no.

18. Please provide next of kin

1. Surname Given name/s

Relationship to you Phone no. (landline)

Address

J. OTHER INFORMATION

19. Car / Motor bike / Boat / Trailer Registration

20. Please provide details of any pets

Breed/type Council registration / number

1.

2.

PLEASE NOTE: Owners have the right to reject pets

PLEASE NOTE

* Security deposits are to be paid separately by cheque made out to the RTBA within 24 after approval of application . No personal cheques accepted.

*Initial rental payment must be made by bank cheque or money order **on or before the start of tenancy.**

* Keys will not be handed over until the lease agreement has been signed by all applicants.

* This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

* The applicant has declared that the information provided is true & correct and agree that the agent is permitted to make enquires to provide information to the landlord for the purpose of assessing your eligibility to rent the property.

Signature Date

PLEASE PROVIDE US WITH THE FOLLOWING

(This is mandatory, other genuine identification is accepted please refer to office)

| | |
|-----------------------|---|
| Driver's Licence | Bank Statement |
| Passport | Copy of Medicare Card |
| Proof of Age Card | Concession / Pension Card |
| Student ID Card | Copy of Gas/Water/Electricity/Phone account |
| Centrelink Statements | Rental Reference from Current Agent |
| Payslips | |

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

The Age The Internet Local Paper
 Board Counter List Relocation Company
 Referral Other (specify)

OFFICE USE ONLY

Property Manager

ACCEPTED : **YES** **NO**



K. IF YOU ARE SELF EMPLOYED PROVIDE THE FOLLOWING:

Business Name:

Business Address:

Business ABN:

Business Phone:

Business Email:

Accountant:

Phone:

Solicitor:

Phone:

L. IF STUDENT, COMPLETE THE FOLLOWING

Institution Name:

Institution Address:

Course being undertaken:

Course Length:

Currently Undertaking Year:

Student Number:

Campus Contact:

Ph:

Source of Income: Parents

Scholarship

Source of Income: (Other)

Income per week \$

Parents Name:

Ph:

Parents Address:

Notes:



TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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 and TICA Assist 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 and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian 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. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____