



TENANCY APPLICATION FORM

Applicant #
____ of ____

WARNING: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It May Not Be Processed And You May Miss Out On The Property.

1. One application must be filled in for each person wanting to reside in the property.
2. Applicants must inspect the inside of the property prior to being approved.
3. If you are successful you will be required to pay bond and 2 weeks rent in advance to secure the property. You must pay this by cash or internet transfer. All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance.

Your Application must contain copies of proof of identification and proof of income. Outlined below are examples of suitable proof. If these are not present your application cannot be processed. If you are unable to supply copies of these requirements, a photocopying fee of \$1 per page will be charged.

Identification: We require 100 points of identification as per the options list below:

Identification required PER applicant	Point Value	Attached
Current Drivers License	50 points	
Passport	50 points	
18+ Card	50 points	
Copy of Birth Certificate	50 points	
Current Rent Ledger	25 points	
Latest Electricity/Phone/Gas Account	25 points	
Medicare Card	25 points	
Current Vehicle Registration	25 points	
Rates Notice – MUST HAVE IF OWN HOME	25 points	

Proof of Income: We require a copy of any one of the following:

- Your last 2 pay slips
- Employment Contract
- Letter of Parental Support
- Bank statements showing regular lump sum deposits

Complete The Attached Form And Don't Forget To Sign At The Top Of The Last Page....

How Long Does It Take To Process An Application?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours.

DISCLOSURE REQUIRED BY THE ACT

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorize you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I acknowledge that any false information I provide in this application could jeopardize this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I the Applicant declare that I am not bankrupt and that the rental is within my means.

Office Use Only

TICA Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Current Address	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Previous Address	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency Contact	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Applicant # _____ of _____

Applicant completed in full and signed		Property inspected by Applicants	
100 Points of ID attached		Privacy Policy signed and dated	
Income Statements Attached			

PROPERTY ADDRESS: _____

I have inspected the property and wish to rent the property for a period of _____ months starting on _____, at a rental price of \$ _____ per week. I am also required to pay a minimum rental bond of 4 weeks rent.

Full Name: _____ DOB: _____

Home Phone: _____ Work: _____ Mobile: _____

Email Address: _____ Drivers License No: _____

Is someone else applying with you to rent this property:

YES/NO Name/s _____

Name & Age of children to reside at the property: _____

PRESENT ADDRESS: _____

Name of Agent/Owner: _____ Phone: _____ Fax: _____

Address: _____

Period of Occupancy: _____ Reason for leaving: _____ Rent Paid: _____

PREVIOUS ADDRESS: _____

Name of Agent/Owner: _____ Phone: _____ Fax: _____

Address: _____

Period of Occupancy: _____ Reason for leaving: _____ Rent Paid: _____

OCCUPATION: _____ Employer: _____

Address: _____ Phone: _____

Length Employed: _____ Full Time/Part Time/Casual (hours p/w): _____

Net Income (After Tax): _____ Weekly

Other income: _____ Weekly

IF SELF EMPLOYED: Name of Business: _____

Industry: _____ Address: _____

Phone: _____ Net Income (After Tax) Weekly: _____

IF STUDENT: Name of University _____

Attending: _____

Name and Length of Course: _____

Are you receiving Government Assistance: Yes/No (Please provide proof)

Are you receiving Parental/Guardian Assistance: Yes/No (Please provide Letter)

Pets: YES/NO How Many _____ Type: _____

Registered with Council: YES/NO Which Council: _____

PERSONAL REFERENCES : (not family or friends)

Name: 1. _____ 2. _____

Ph number 1. _____ 2. _____ **Relationship** 1. _____ 2. _____

Person To Contact In Case of Emergency (Not Living With You)

Name: _____ Phone: _____

Address: _____

Relationship to you _____



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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the Agency to contact any of my referees provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that should I fail to provide the database member with the information and acknowledgements required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name: _____
Signature: _____ **Date:** _____

Office Use Only Below

URGENT REQUEST FOR RENTAL REFERENCE & LEDGER

AGENCY: _____
FAX NO: _____

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorised us to collect information about the tenancy from you/the Agency. A copy of the applicant's signed Privacy Consent is above.

Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.

TENANT'S NAME: _____
PROPERTY RENTED: _____
PERIOD OF TIME RENTED THROUGH AGENCY: ____/____/____ to ____/____/____
RENT AMOUNT PAID PER WEEK: \$ _____

- Was the tenant listed as a lessee? YES/NO
- Did you/your agency terminate the tenancy? YES/NO
- During the tenancy, was the lessee ever in arrears? YES/NO
- Did the tenant receive any Notice to Remedy's? YES/NO
- If Yes – Reason/s
- Was any damage noted during the inspections? YES/NO
- How did the tenant maintain the property during the tenancy:?
 clean & tidy clean but untidy Untidy & Dirty Other.....
- How was the yard maintained during the tenancy?
 Lawns Neat & Tidy Lawns Unkept Gardens tidy Gardens unkept
- Were pets kept on the premises YES/NO
- If Vacated, Did the lessee leave the property clean and tidy? YES/NO
- Was the bond refunded in full? YES/NO
- If No – Reason/s
- Would you or your agency rent to them again? YES/NO

Your Name:.....Position:.....

Please return the completed form with a copy of the tenant ledger TODAY by fax to 47258182