

Applicant's Checklist

This checklist has been created to assist you in preparing and submitting the necessary documentation to successfully process your application.

We will not be able to process your application without this documentation.

A Fully completed Raine & Horne Redland Bay Application Form.

Please complete all sections and do not leave any blank spaces, please call our office if you are unsure of how to answer any questions.

Fully Completed and signed TICA Disclosure Statement (attached)

Photo identification e.g. Passport, driver's licence etc. - 100 points are required, please refer to page 3, section L item 10.

References from previous landlord or Agent

Printout of your current tenant ledger from your real estate agent

Employment references, payslip or employment contract.

If self employed we require Certificate of business registration and Accountants' reference.

If you own your residence - a copy of water or council rates notice for the property

AFTER APPROVAL

Once the owner has approved your application, you will need to pay a holding fee of one week's rent to secure the property - the property will remain on the market and may even be offered to another applicant until such time as the holding deposit has been received.

You will forfeit the holding deposit if you do not proceed to sign a lease within 7 days of lodging your holding deposit.

On signing your lease you will be required to pay the bond and the balance of the initial rent.

We hope your application is successful and look forward to welcoming you as a tenant of our office.

QUESTIONS

1. Have you ever been evicted by any Landlord or Agent? Yes No
2. Have you been refused another property by a Landlord or Agent? Yes No
3. Are you in debt to another Landlord or Agent? Yes No
4. Is there any reason you know that would affect your ability to pay rent when due? Yes No

F. APPLICANT HISTORY

9. How long have you lived at your current address?

	Years		Months
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10. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

G. 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

	Years		Months
--	-------	--	--------

Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

21. Do you have an investment property?

 Yes No
J. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

K. PAYMENT DETAILS (OFFICE/ADMIN OR AGENT TO COMPLETE)

Property Rental

 per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

Amount payable on signing tenancy agreement (bank cheque or money order only)

L. CONFIRMATION (MUST BE FILLED OUT)

I confirm the following:

1. Have you inspected the property? Yes No
2. During my inspection of the property I found it to be in a reasonably clean condition? Yes No
3. I acknowledge and accept the property in its current condition. Yes No
4. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval. I am aware the landlord may receive a copy of the information contained within this application if requested.
5. I consent to the information provided in this application being verified and a reference check with my previous landlord's and on the National Tenancy Database (NTD) and Tenant Reference Australia (TRA) being undertaken.
6. I, the Applicant declare that I am not bankrupt or an undisclosed bankrupt and the information provided here is true and correct.
7. I have inspected the premises and wish to apply for tenancy of the premises for a period of: _____ months, a rental of \$ _____ per week
8. This agency does not accept bond transfers and nor do we transfer bond details.
9. If successful, I undertake to pay a rental bond and to pay the first 2 weeks rent to Raine & Horne Redland Bay prior/upon signing the residential tenancy agreement.
10. I have provided 100 points of ID using the following proof of identification;

Drivers License	40 Points	Previous Tenancy Ref	20 Points
Passport	40 Points	Previous 2 Rent Receipts	20 Points
Other Photo Identification	30 Points	Motor Vehicle Reg Cert.	10 Points
Birth Certificate	30 Points	Bank Statement	10 Points
Medicare Card	20 Points	Telephone Account	10 Points
Credit Card	20 Points	Electricity Account	10 Points
Current Wage Advice	20 Points	Gas Account	10 Points

Please sign below:

Applicants Signature

Date

M. PRIVACY STATEMENT (MUST BE SIGNED)

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy, may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Please sign below:

Applicants Signature

Date



TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

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 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 cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

Pet Application Form

Property: _____

Applicant Name: _____

Date of Application: _____

We request the landlord's permission to keep a pet, as detailed below, on the premises:

PET DETAILS	ITEM	PET 1	PET 2
If more than 2 pets please use 2 applications	TYPE OF PET		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES / NO	YES / NO
TERMS AND CONDITIONS	<p>The Tenant/s acknowledges and agrees to the following terms and conditions:</p> <ol style="list-style-type: none"> Any pet other than the approved pet/s specified in the General Tenancy Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are the pets of the tenant or a guests, and regardless of their approval or not. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards. The pet/s are to be outside at ALL times. By signing below you are only asking for approval of the above mentioned pet/s to be accepted at the property for which you are applying. If approved, you are required to at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement Section 		

I / We agree to comply with the following strict conditions:

To keep the yard clean and free from animal droppings.

To keep the animal outside at all times.

That this agreement is only for the specific pet/s described above and we will not harbour, substitute or "pet sit" any other pet, and to remove any of the pets offspring within 30 days of birth (should this occur).

Not to leave food or water for the pet outside the premises where it may attract other animals and / or insects / pets.

To abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations.

The pet shall not cause any nuisance or disturbance to neighbours. Noise, day or night, must not disturb others. We will do whatever necessary to keep our pet from making noise that would disturb others and we will take steps to immediately rectify complaints made by neighbours or other tenants.

We understand that failure to comply with these terms and conditions shall give the owner the right to revoke permission to keep the pet/s, and is also grounds for further action.

Applicants Signature: _____

Pet References:

The agency has permission to call any / all of these listed to verify the information given by the tenant.

Veterinarian:

Name: _____

Phone: _____

Address: _____

Your Previous Residence:

Landlord / Agent (circle one): _____

Phone: _____

Address: _____

Pet Emergency Caretaker:

Name: _____

Phone: _____

Address: _____

Applicants Signature

Date