

Please read carefully before completing this application.

- You **must** have photo identification to apply for a rental property.
- You **must** fill in all required fields, including **phone, email and/or fax numbers** for your employer, landlord and/or previous agent. If this information is not included your application **cannot be accepted**.
- You **must** accept and sign the privacy disclosure consent form. If this form is not signed and dated your application **cannot be accepted**.
- Each applicant must have at least **one** document from each of the heading below. If these documents are not included your application **cannot be accepted**.
- Each person over the age of 16 years must complete an application form.

Photo identification	<input type="checkbox"/> Driver's licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Other
Proof of each income source	<input type="checkbox"/> Payslip	<input type="checkbox"/> Bank statement	<input type="checkbox"/> Centrelink payment statement
Proof of home ownership	<input type="checkbox"/> Rates notice	<input type="checkbox"/> Not applicable	
Pets	<input type="checkbox"/> Photo & council registration number	<input type="checkbox"/> Not applicable	

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interests to provide business hours contact details for all references. We will endeavour to process your application in the shortest possible timeframe.

When we have completed checking references, the application is then discussed with the landlord. The landlord may then take time to deliberate on the decision.

We will contact you to advise if your application is successful. Should your application be unsuccessful, you will be notified via SMS.

Your application is regarded as a confidential document. If your application has been unsuccessful, it will be kept for four weeks. Please advise our office if you wish to be considered for an alternative property.

Utilities

You will be required to arrange for the gas, telephone lines and power to be connected to the property to coincide with your date of occupation.

Thank you for applying to rent your new home from First National Real Estate Framptons.

We manage a large portfolio of properties, so we have a lot of owners and a lot of tenants. We strive to keep our relationships with both on a good basis, and usually we succeed. Developing good relationships is a two-way street—we cannot do it by ourselves.

Our Preferred Methods of Contact

- Email** This is the most effective contact method. Your Property Manager's direct email address appears on the business card provided. The office email is framptons@framptons.com.au
- Appointment** To see your Property Manager in person, please contact us to make a time that suits us both. The nature of our role takes us out of the office, and by making an appointment we can ensure that we are there for you.
- Phone** If you don't have email or for emergencies, please call 08 8952 7833. Messages left will be returned as soon as possible. Our standard office hours are 8:30am–5:00pm, Monday to Friday.
- Keys** Locked out? During **office hours**, you can collect our management set and return them within the hour. **After hours**, please contact a local locksmith.

Privacy Disclosure Form

This page provides information about how we use 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 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, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we 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 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.

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 passports) 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.

Signature

Signed by the applicant

Applicant name

Date

A. Rental Property Address

1. Property address

Rent \$ per week

Number of adults living at property

Bond \$

Number of dependants living at property

Each person over the age of 16 years must complete an application form. One application form per person.

2. Preferred commencement date and term

Day Month Year Term 6 months 12 months

B. Applicant Details

3. Personal details

First name Middle name

Surname

Date of birth Mr Mrs Ms Dr Other:

4. Contact details

Home phone Mobile phone Work phone

Email address

5. Other adult applicant names

1. 2.

3. 4.

All adults to reside at the property must be listed. If more space is required, please add any other names to the back of this form.

6. Dependant names

DOB

DOB

1. 2.

3. 4.

If more space is required, please add any other names to the back of this form.

7. Pets

Number of pets Type/breed Inside/outside

Please supply a photo and council registration number for each pet.

8. Identification

Please ensure copies of your photo identification are attached.

Driver's Licence no. Expiry State of issue

Car registration no. Make & model

Passport no. Expiry Country of issue

C. Employment Details

Please ensure proof of all income sources is submitted with your application.

9. Current employer

Company name Occupation
 Supervisor's name Phone no.
 Supervisor's email
 Length of employment Net income \$ per week
 Full time Part time Casual

10. Previous employer

Company name Occupation
 Fax or email Phone no.
 Address
 Length of employment Net income \$ per week
 Full time Part time Casual

11. Self-employment

Company name Trading as
 Address ABN
 Industry/business type Fax or email
 Length of self-employment Net income \$ per week
 Accountant's name Contact no.
 Creditor's name Contact no.

12. Student details

Learning institution
 Faculty/department Student ID no.
 Income source Net income \$ per week

13. Centrelink Details

Type of payment Net income \$ per week

D. Residential Details

14. Current residence

Address Owned Rented
Landlord/agent Phone no.
Fax or email
Dates of residence Rent \$ per week
Reason for leaving
Bond returned? Yes No If not, why?

15. Past residence

Address Owned Rented
Landlord/agent Phone no.
Fax or email
Dates of residence Rent \$ per week
Reason for leaving
Bond returned? Yes No If not, why?

E. References

16. Professional reference

Name Relationship Phone no.

17. Personal reference (not a relative)

Name Relationship Phone no.

F. Emergency Contact

18. Emergency contact 1

Name Relationship Phone no.
Address

19. Emergency contact 2

Name Relationship Phone no.
Address



G. Declarations *Please tick whichever is applicable.*

Has a landlord or agent ever evicted you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an undischarged bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a landlord or agent refused you a property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in debt to another landlord or agent? i.e. listed on TICA or NTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any reason known to you that would affect your ability to pay the rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were any deductions made from your rental bond at your last address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a <input type="checkbox"/> trailer <input type="checkbox"/> caravan <input type="checkbox"/> boat <input type="checkbox"/> truck	
Total number of vehicles to be kept on the property?	<input type="text"/>
Are you a smoker?	<input type="checkbox"/> Yes <input type="checkbox"/> No

H. Privacy Statement

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with tenancy, and—if the risk is acceptable—to provide you with tenancy. To perform these duties during your occupancy, we may disclose this information to:

- The landlord
- Any referees you have nominated
- Residential Tenancy Tribunals/Courts
- Other real estate agents and landlords
- The landlords legal representation
- Residential tenancy databases
- The landlord's mortgagee/insurers
- Mercantile agents
- Tradespeople/organisations required to carry out maintenance to the premises

Secondary Purpose

We also collect your personal information to:

- Enable us to prepare tenancy documents
- Allow tradespeople/organisations to contact you regarding maintenance issues
- Refer to tribunals, courts & statutory authorities where necessary
- Refer to mercantile agents/lawyers where default/enforcement action is required
- Report to landlord's insurers
- Provide you with information about other properties and services offered by Framptons
- Refer your conduct as a tenant to Residential Tenancy Databases (TICA & NTD)
- By signing this document you acknowledge that you have read and agree to our terms and privacy policy.

Signature

Signed by the applicant

Applicant name Date