



## APPLICATION FORM - TIPS

**IMPORTANT** – To consider your application we require you to:

- 🕒 **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information & reference details, and all persons wishing to reside clearly indicated. An application **MUST** be completed by each occupant over 18 years of age.
- 🕒 **OUR METHODS FOR PAYING RENT ARE DIRECT DEBIT OR CENTREPAY ONLY**
- 🕒 **WE CANNOT PROCESS THIS FORM UNLESS ALL SECTIONS HAVE BEEN FULLY COMPLETED – DO NOT LEAVE BLANKS.**
- 🕒 Read and sign the **Privacy Act Acknowledgment Form**
- 🕒 **PROVIDE IDENTIFICATION TO PASS OUR 100 POINT CHECK**  
(Applications with less than 100 points of ID will not be processed)

### PLEASE READ CAREFULLY

- 🕒 Proof of income is necessary to process your application to ensure affordability.
- 🕒 If any of the above required information is incomplete, your application **WILL NOT BE** processed. To ensure you have the best possible chance of success, please double check your application and provide as much detail as possible.
- 🕒 False and misleading information will render your application unsuccessful.
- 🕒 The final decision will be made **by the owner of the property** and no reason for their decision will be given.
- 🕒 The completion of this application does not constitute an offer or acceptance.
- 🕒 By signing and submitting this application you agree to abide by our rent payment options of Direct Debit OR Centrepay.
- 🕒 If application is successful a bond amount equivalent to 4 weeks rent and 2 weeks rent in advance is payable at commencement of lease.
- 🕒 **WE ENCOURAGE BOND PAYMENTS ONLINE. PLEASE INDICATE WHETHER YOU WILL BE PAYING A BOND ONLINE OR DIRECT TO OUR OFFICE FOR LODGMENT. WE DO NOT DO BOND TRANSFERS.**
- 🕒 It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved.

# 100 POINT CHECKLIST FOR TENANCY APPLICATION

( Only applications that achieve the 100 points will be processed )

**PRIMARY IDENTIFICATION DOCUMENTS – (Only one of the following will be counted towards the 100 points:)**

Photograph Identification	Points	Tick
Drivers License	40	
Proof of age card (with photo)	40	
Passport (if non-Australian resident)	40	
Passport (Australian resident)	20	
Tertiary education photo ID	40	
<b>RENTAL REFERENCES – (more than one of the following can be provided:)</b>		
<b>Previously rented</b>		
Current Agent rent history ledger / record	40	
Private Landlord Reference (written)	20	
<b>Owner Occupier</b>		
Mortgage Statement	40	
Council Rates / Water Rates	20	
If selling home – Selling Agent Reference	20	
If renting home – Rental Agent Reference	20	
<b>PROOF OF INCOME - ( minimum of one of these documents MUST be provided)</b>		
<b>Employed</b>		
Copy of 4 x current payslips	30	
Letter from employer / letter of offer	30	
<b>Unemployed</b>		
Proof of Current Centrelink Payment / Statement	30	
<b>Self Employed</b>		
Written reference from Accountant	30	
Business Bank Statement	20	
Copy of Cert.of Registration and/or Business	10	
Copy of Australian Business Register	10	
<b>OTHER - (more than one of the following can be provided:)</b>		
Pension Card / Health care card	10	
Medicare Card	10	
Birth Certificate	10	
Personal Reference	10	
Credit Card / ATM	10	
Electricity or Phone account	10	

**IMPORTANT –** To consider your application we require you to:

- ④ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information & reference details, and all persons wishing to reside clearly indicated.  
**WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- ④ Read and sign the **Privacy Act Acknowledgment Form**
- ④ **Provide identification to pass our 100 Point check**

## PLEASE READ CAREFULLY

- ④ Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- ④ **IMPORTANT – We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.**
- ④ It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved.



**first national**  
REAL ESTATE

Forster-Tuncurry

**To be completed by Agent**

Date from ..... / ..... / .....

Advised By..... / ..... / .....

Deposit Required \$

Date Of Signing ..... / ..... / .....

**Tenant #**

Date To ..... / ..... / .....

Date ..... / ..... / .....

Receipt Number.....

Time .....

**Application for Tenancy**

Property Address:

**Rental Information**

Number of persons to occupy premises:	Adults:	Pets: Yes /No
	Children:      Ages:	If yes, type of pet (OUTSIDE ONLY):
Preferred lease term:	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	Date to commence:      Rental per week: \$

If application is successful a bond amount of 4 weeks rent and 2 weeks rent in advance is payable at commencement of lease <b>NO PERSONAL OR BUSINESS CHEQUES ACCEPTED FOR BONDS.</b>	I will be <b>paying my bond</b> by the following method;	<b>Rent Payment Method</b> Direct Debit <input type="checkbox"/> Centrepay <input type="checkbox"/>
	<input type="checkbox"/> <b>Direct to Real Estate</b> (bank chq or money order) <input type="checkbox"/> <b>Online</b> via Rental Bonds Online	

**Applicant Information**

Applicant Name:			
Current Address:			
City/State:		Postcode:	
Email:			
Telephone:	Home:	Mobile:	Work:
Date Of Birth:			
Drivers Licence No:	Licence expiry date:		
Emergency Contact:			
Telephone:	Relationship:		

**Employment Information**

<b>Current</b> Employer Name:		<b>Previous 2</b> Employer Name:	
Employer Address:		Employer Address:	
Position:		Position:	
Period of Employment::	Telephone:	Period of employment	Telephone:
<b>Previous 1</b> Employer Name:		<b>Previous 3</b> Employer Name:	
Position:		Position:	
Period of employment:	Telephone:	Period of employment:	Telephone:

**Rental History**

<b>Current</b> Agent/Landlord		<b>Previous 2</b> Agent/Landlord	
Telephone:	Rent p.w: \$	Telephone:	Rent p.w: \$
Property Address:		Property Address:	
Length of Tenancy:		Length of Tenancy:	
<b>Previous 1</b> Agent/Landlord		<b>Previous 3</b> Agent/Landlord	
Telephone:	Rent p.w: \$	Telephone:	Rent p.w: \$
Property Address:		Property Address:	
Length of Tenancy:		Length of Tenancy:	

**Occupier Information**

I hereby certify that all information is truthful and authorise the verification of the information provided on this form.

Signature of Applicant:

Date:    /    /



VERIFICATION OF APPLICANT DETAILS

To: \_\_\_\_\_ FAX: \_\_\_\_\_
FROM \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

We advise that the applicant/s listed below have applied to our office for rental accommodation. In order to assist in the processing of the application for tenancy, it would be greatly appreciated if you could complete the relevant sections and fax back to our office as soon as possible to enable the application to be completed.

APPLICANT/S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Did the above tenants reside at this address Yes / No How many people on lease: .....
How many people reside at property: .....

Period of Tenancy: ...../...../..... to...../...../..... Rent per week \$.....

RENT PAYMENTS

- Very good - always on time
Always under 7 days in arrears
Always well in arrears (7 days +)
Comments.....

NOTICES

- Termination notices? Yes / No
Date most recent notice ...../...../.....
Reason.....

PERIODIC INSPECTIONS

- Good
Satisfactory
Unsatisfactory
Comments.....

MAINTENANCE

- Always reported on time
Slow to report maintenance
Impatient with maintenance
Comments.....

GENERAL REFERENCE

- Would rent to again
Good tenant
Co-operative Tenant
Unco-operative Tenant
Neighbour relations Good / Bad
Comments.....

VACATING INSPECTION

- Good vacating inspection
Had to return for cleaning - Major / Minor
Damage / Repairs to be fixed - Major / Minor
Unsatisfactory
Unco-operative/argumentative re: condition
Comments.....

BOND

- Refund / Claimed in full (please circle)
Claimed Part
Comments.....

PETS

- Permission - outside only
Permission - outside only but evidence of being inside
Without permission
Comments.....

ON COMPLETION OF THIS FORM PLEASE FAX THROUGH TO (02) 6555 5423 TOGETHER WITH A RECENT COPY OF THE TENANT LEDGER. THANKING YOU FOR YOUR ASSISTANCE.

FORM COMPLETED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_ CONTACT No: \_\_\_\_\_

I, \_\_\_\_\_ hereby give my authority for you to give reference details to
(applicant/s name) Forster-Tuncurry First National Real Estate for processing my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following;

**a) Have you ever been evicted by any landlord or Real Estate Agent?** YES / NO

If yes, give details \_\_\_\_\_

**b) Are you in debt to another Landlord or Real Estate Agent?** YES / NO

If yes, give details \_\_\_\_\_

**c) Is there any reason known to you that would affect your ability to pay the weekly/fortnightly rental payments?** YES / NO

If yes, give details \_\_\_\_\_

**d) Were there any deductions taken from your last rental bond?** YES / NO

If yes, give details \_\_\_\_\_

### 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:** Forster Tuncurry First National

**Address:** 25 Manning Street, Tuncurry 2428 **Mail:** PO Box 110 Tuncurry 2428

**Phone:** 02 6554 5011 **Fax:** 02 6555 5423 **Email:** mail@tuncurryfn.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 licence 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

## **TICA PRIVACY STATEMENT FOR TENANTS**

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenants history and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide information required by a property manager than the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.

As a matter of courtesy we advise of some changes in relation to an individuals Privacy and any personal details that may be passed onto third parties. This courtesy advice serves no purpose other than to advise an individual of who we are, a method of contacting us, what can be reported, consequences involved in a listing held on the database and who receives our information. Our company operates as a National Register of tenants who have been reported as defaulting under their tenancy agreements or having a tenancy history with a member.

We advise that you may deal with a member of our company and as such they are obliged to both list any defaults that may occur from time to time in a tenancy and also inquire on tenancy applications that may be made to them.

## **WHO WE ARE**

TICA Default Tenancy Control Pty Ltd (TICA) is a company registered in New South Wales and operates throughout Australia, New Zealand and the United Kingdom.

## **CONTACTING TICA**

TICA has established a public inquiry phone number which is 190 222 0346. These calls are charged at \$5.45 per minute inclusive of GST. Alternatively you can write to TICA and enclose a money order or bank cheque for \$14.30 along with a stamped self addressed envelope to obtain your information. Please remember to include your full name, DOB, drivers licence, current address. Our mailing address is PO Box 120, Concord NSW 2137. This can take up to 14 days.

## **WHAT CAN BE REPORTED**

Any breach that may occur throughout a tenancy can be reported to TICA from arrears of rent to poor periodic inspections. A full list of reasons for reporting can be found on our web-site at [www.tica.com.au](http://www.tica.com.au) within the tenant information section along with an explanation of the listing.

## **CONSEQUENCES INVOLVED IN A LISTING**

With an Australian membership well into the thousands chances are high that you will one day deal with a TICA member. If you are registered on the database it may have an adverse effect on a tenancy application. It is advisable that you strictly adhere to the terms and conditions of your tenancy agreement to avoid a listing as a default.

## **WHO RECEIVES OUR INFORMATION**

Any information that is held on our database is for the exclusive use of TICA members any only used in evaluating a tenancy application. No other person or corporations other than those involved in the rental accommodation industry have access to the information held by TICA.

We trust the above information has been of benefit to you.

TICA Default Tenancy Control Pty Ltd.