

Application Form

ONE APPLICATION PER PERSON OVER 18
Follow this checklist to save time!

EACH APPLICANT OVER 18 NEEDS 100 POINTS OF ID
Must include at least ONE form of photo identification

50 Points

- Australian Driver's License
- Passport
- 18+ card
- Student ID
- Proof of age card

30 Points

- Bank Statement showing full name and address
- Recent utilities bill (gas, electricity, water, etc.)
- Recent phone bill
- Last 4 rent receipts from other agent/s
- Tenant ledger other agent/s
- Rental Bond history statement from other agent

20 points

- Medicare Card
- Concession Card
- Veteran Affairs Card

10 points

- Birth Certificate
- Written reference from another agent

PLUS

- EMPLOYED** – Copies of last 2 pay slips
- SELF EMPLOYED** – Copies of bank statements, group certificates or letter from accountant
- UNEMPLOYED** – Copy of Centrelink statement
- HOME OWNER** – Copy of rates notice
- RENTING PRIVATELY** – Copy of bank statement showing rent payments
- RENTING THROUGH AGENT** – Provide a copy of your current rental ledger to fast track the application process

OFFICE PHOTOCOPY CHARGE-\$5 PER APPLICATION (UP TO 10 PAGES)

Successful Applications

What happens now?

ACCEPTANCE

Within 24hours of being approved, successful applicant(s) will be sent an eBook containing important information and contacted to arrange a suitable time sign the bond lodgment form & leases.

Signup takes approximately 40 minutes. You must make an appointment with us prior to coming in to sign the lease.

SIGNUP

On the day the successful applicant signs the leases, the bond will be required to be paid. The bond must be paid in the form of a **BANK CHEQUE** or **MONEY ORDER** made payable to the **Residential Tenancies Bond Authority, (RTBA)** is acceptable.

NO CASH PAYMENT FOR BOND IS ACCEPTED

KEY COLLECTION

You need an appointment to receive keys and pay your first month's rent. Rent can be paid by Bank Cheque, Money Order payable to **First National Westwood**, Cash or Debit Card.

NO CASH IS ACCEPTED AFTER 3:00 PM.

Subsequent rent payments will be made by Direct Debit.

EXAMPLE MONTHLY PAYMENT CALCULATION \$250 per week is actually \$1,086 per calendar month

Weekly amount ÷ 7 days x 365 days ÷ 12 months = amount per calendar month

IF YOUR APPLICATION IS UNSUCCESSFUL

You will be notified via SMS

Please note: we hold onto applications for 14 days should you wish to apply for another property

YourPörtner

It's simple

- We call you
- Identify your needs
- Find you the best products
- Save you time and money

And best of all it's FREE!

Let YourPorter do all the hard work for you.

Finding the best products can be done in THREE easy steps:

1. Tick the services you would like help connecting on page 3
2. If you are unsure about the Service ask your Property Manager
3. We will be texting you, please view the video in the text.

REMEMBER to answer when we call you from **(03) 9452 9847**

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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 cannot 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 may be 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. Full details about TICA's Privacy Policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies.

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: _____