****

Residential Tenancy Application Form

The properties managed by this office may be protected by the Barclay MIS Protect & Protect Plan and TICA .

Property you are applying for

Address:
Rent p/w: $

Preferred Start Date

Preferred Length Of Tenancy: 6 mths 12 mths other

Applicants Details ***\* All persons over the age of 18 are required to complete a separate application***

First Name Middle Name:  Last Name:
Previous family/last name (if applicable):

Your Current Address:

Home Phone No:  Work No:  Mobile No:

Email Address:

Date of Birth:

Marital Status:

Drivers License No State
18+ Card No

Medicare No:

How many people will be residing at the property:

Adults Names:

Childrens Names & Ages:

Vehicle Rego. No:  State:

No. of cars/bikes to be parked on premise:  Car/s Bike’s

Make, Model and Colour:

Are you or any of the dependents residing with you, smokers?

Do you have any pets:

Breed & Age:

Employment Details

Occupation:

**Full Time      Part Time      Casual      Contract**  **Self Employed** **Unemployed**

**Current Employer**

Company Name

Contact Person Their Position

Address

Phone Number Email

Length of employment Position held

Nett Weekly Income (excl. over time): $

If employed less than 6 months please provide previous employer:

**Previous Employer:**

Company Name:

Contact Person:  Their Position :

Address:

Phone Number: Email:

Length of employment: Position held:

**If you are self-employed**

Registered name of business:

Type of business:

ABN:

Length of time in business:

Address:

Phone Number:

Personal Nett Income p/week: $

Name of Accountant:

Phone number: Email:

List one major creditor:

**If you are a student**

Are you Full Time  Part Time

Are you an overseas student  If yes visa expiry date is :

Name of learning institution:

Department:

Student union number:

Student ID number:

Income Source:  Contact:

Nett Wkl income:$

**If you receive a centerlink payment**

Total amount received weekly (total payments): $

Type Of Payment :  CRN Number:  Copy Of Card Attached

Your Rental History

**Current Agent/Landlord**:

Phone:  Email:

Address of rented property:

Date vacated or vacating :

Rent per week: $ Period of tenancy:

Reason for leaving:

Was the bond refunded in full  If no why:

**Previous agent/landlord:**

Phone:  Email:

Address of rented property:

Date vacated:

Rent per week: $ Period of tenancy:

Reason for leaving:

Was the bond refunded in full  If no why:

Emergency Contact (not residing with you)

Name:

Relationship:

Address:

Phone:

Cost of starting a Tenancy

**If your application is approved you will be required to pay the amounts below.**

**Holding deposit** (1 weeks rent) - due immediately **(non refundable)**

**Bond** (4 weeks rent) - due in our account by 9am the day your lease starts

**1 week rent in advance** - due in our account by 9am the day your lease starts

**Total amount required is equivalent to 6 weeks rent**



**100 POINT IDENTIFICATION***Before any application will be considered, you must achieve a minimum of 100 points*

**\*DRIVERS LICENCE 30 POINTS \*
\*WAGES / PAY SLIPS 15 POINTS \*
\*BANK or CREDIT CARD STATEMENTS 15 POINTS \*
 \*must supply**

PASSPORT 30 POINTS PROOF OF AGE CARD 30 POINTS
TENANCY HISTORY LEDGER 20 POINTS
PREVIOUS TENANCY AGREEMENT 20 POINTS
PREVIOUS FOUR RENT RECEIPTS 20 POINTS
RENTAL BOND RECEIPT 20 POINTS
MOTOR VEHICLE REGISTRATION 15 POINTS
TELEPHONE ACCOUNT 15 POINTS
ELECTRICITY ACCOUNT 15 POINTS
GAS ACCOUNT 15 POINTS
PENSION CARD 15 POINTS
COUNCIL or WATER RATES 15 POINTS
HEALTH CARE CARD 15 POINTS
MEDICARE CARD 10 POINTS
BIRTH CERTIFICATE 10 POINTS

  **Total Points Provided** :

Proof Of Income -

**If employed** - last 2 x wages / payslips.
**If self-employed** - banks statement; accountants details; tax return for previous year.
**If unemployed** **or on benefits** - copy of current centerlink statement and health care card.

**\*must supply relevant copies of documentation attached**



Rental Reference Check

In accordance with the privacy act, I the undersigned authorise the recipient of this form to give information to First National Gerringong regarding my rental history. I further understand this information will be used to assess my application for tenancy.

**Please complete the information below and return with your tenancy application form:**

Applicants Name:

Current Address:

Period Of Tenancy:  Rent Paid Per week: $ No. Of Occupants:

Current Agent/landlord:

Agent/landlord Phone :  Email Address: Fax:

**In order for us to process your application we will send this to your current managing agent/landlord for a reference check.**

**Please DO NOT complete the section below, this will be completed by your current managing agent/landlord.**

***Dear agent/landlord****,*

We would appreciate you completing this report & returning to our office along with **TENANT LEDGER & ROUTINE INSPECTION REPORT** - **admin@gerringongfn.com** or fax **02 4234 2660**

*Thank you in advance for your assistance.*

Name of person completing this form  Position

Length of Tenancy:
Rent per week: **$**

Was rent paid on time: **Yes / No**
**If no do you know why?**

Were inspections carried out: **Yes / No**

Were there any problems gaining access: **Yes / No**
**Details**

Results of inspections: **Details**

Where lawns and gardens maintained: **Yes / No**

Did the tenant have pets **Yes No**
**If yes type/number**

Any damage caused by pets: **Yes / No**

 **Details**

Were the tenants considerate of neighbours: **Yes / No**

 **If no please provide details**

Were any breach notices issued: **Yes / No**

**Details**

Was the tenancy terminated: **Yes / No**

 **If yes please provide details**

Reason for leaving (if known): **Details**

Was the bond or will it be refunded in full: **Yes / No**

 **If no please provide details**

Was the tenant easy to deal with: **Yes / No**

Would you rent to this tenant again: **Yes / No**

**Details**

Privacy Disclosure Form & Disclaimer / Authority

This form 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: 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.

**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) 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.

I , the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and /or conducting any enquiries and/or searches with regard to the information and references supplies in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

1. I have, of my own accord, decided that I wish to rent the property at commencing  for a period of months.

2. I have been informed, understand and agree that the rental for the said property is to be $ per week and is within my means.

3. (i) I have been informed, understand and agree that the rental for the said property is to be paid every week and is to be paid by the due date at all times.

(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a quarterly basis and I further warrant that I will cooperate fully to allow this inspection to be carried out.

4. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.

5. I have been informed, understand and agree that should the landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of my obligations under the Tenancy Agreement (including but not limited to : evictions, payment of rent, maintenance of the premises, making good any damage to the premises), that all and any such moneys expended by the landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc..

6. I further consent to the agent disclosing all personal information that they may hold for the purpose of:

- listing my name with a database as a result of a tribunal order

- enforcing a tribunal order

- commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

7. I have been informed and understand that this property may be covered by the Barclay MIS Protect & Collect Plan and in this case, I further consent to the agent supplying my personal information to Barclay MIS Protect & Collect Pty Ltd.

8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.

9. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act. Further more I have read, understand and accept the agents Privacy Statement.

10. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request them.

Applicants Full Name:

Applicants Digital Signature:

Date: