

APPLICATION FOR TENANCY

FULL NAME: _____ DATE OF APPLICATION: _____

PROPERTIES APPLYING FOR: _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I, the said applicant, declare that all the information contained in this application is true and correct, and that the information is provided of my own freewill. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I declare the following:

1. I inspected the above property on _____
2. I wish to apply to rent the above property for a period of _____ months commencing on _____
3. I agree that the rent is \$_____ per week/fortnight/month and that the rental bond is \$_____
4. I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH, CHEQUE or DIRECT DEPOSIT.
8. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
9. I agree that I will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agents Signature

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Before any application will be considered, each applicant must achieve a minimum of 100 check points

Primary Documents: At least one of these documents must be provided:

Drivers Licence	50 Points
Or	
Photo Identification	30 Points
Or	
Passport	30 Points

Secondary Documents: At least two of these documents must be provided:

Tenancy History Ledger	20 Points
Bank or Credit Card Statement	15 Points
Pay Advice	15 Points

Additional Documents:

Previous Four Rent Receipts	20 Points
Previous Residential Tenancy Agreement	20 Points
Rental Bond Receipt	20 Points
Motor Vehicle Registration	15 Points
Telephone Account	15 Points
Electricity/Gas Account	15 Points
Pension/Health Care Card	15 Points
Medicare Card	10 Points
Birth Certificate	10 Points

Should you not be able to meet the 100-point quota, please speak to the Property Manager.

All tenancy applicants are referred to the Tenancy Information Centre Australia (TICA) Default Tenancy Scheme for confirmation of details supplied.

No application will be accepted until all details have been referred to TICA



PO BOX 224
Mudgee NSW 2850
P: (02) 6372 2222
F: (02) 6372 4444
thepropertyshop.com.au
rentals@thepropertyshop.com.au

APPLICANT DETAILS

SURNAME _____ GIVEN NAMES _____

D.O.B _____ D/L _____ PASSPORT _____

CURRENT ADDRESS _____

CONTACT DETAILS

(H.) _____ (W.) _____ (M.) _____

EMAIL _____

VEHICLE

TYPE _____

REGO _____ OWNED or FINANCED _____

ACCOMMODATION REQUIRED

HOUSE / UNIT NUMBER OF BEDROOMS _____ DATE REQUIRED _____

GARAGE RQUIRED YES / NO PRICE RANGE (PER WEEK) \$ _____

NUMBER OF OCCUPANTS

Adults _____ Children _____ Ages _____

ARE ANY OF THE OCCUPANTS SMOKERS? YES / NO

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION _____ EMPLOYER _____

ADDRESS _____

PHONE _____ INCOME \$ _____ CONTACT _____

PERIOD OF EMPLOYMENT _____

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION _____ EMPLOYER _____

ADDRESS _____

PHONE _____ INCOME \$ _____ CONTACT _____

PERIOD OF EMPLOYMENT _____

OTHER INCOME

ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____



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PETS

PETS OWNED _____ BREED _____

REGISTERED _____

PRESENT ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PREVIOUS ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PERSON TO CONTACT IN EMERGENCY

NAME _____ PHONE _____

ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____ PHONE _____

ADDRESS _____

COMPANY OR BUSINESS (if self-employed evidence will be required such as Tax or Annual Returns)

COMPANY or BUSINESS NAME _____

ADDRESS _____

LESSOR / AGENT _____

ACN or BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____

ADDRESS _____

PHONE _____ FAX _____

The following questions must be answered

YES NO

1. Has your tenancy ever been terminated by a landlord or agent?
If yes give details _____

2. Have you ever been refused a property by any landlord or agent?
If yes give details _____

3. Are you in debt to another landlord or agent?
If yes give details _____

4. Have any deductions ever been made from your rental bond?
If yes give details _____

5. Is there any reason known to you that would effect your future rental payments?
If yes give details _____

I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.



FREE Utility Connection Service - with a difference!
Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

OFFICE USE ONLY

Term of Tenancy From: _____ To: _____

Rent \$ _____ Per Week \$ _____

Two weeks rent in advance \$ _____

Bond (Four weeks) \$ _____

TOTAL PAYABLE: \$ _____

Less Holding Deposit \$ _____

BALANCE DUE: \$ _____

Lease Prepared Date: _____ By: _____
Ingoing Completed Date: _____ By: _____

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how The Property Shop handles your personal information, as required by the National 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 on the above numbers or addresses.

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
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies and related person to contact or locate you.

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.
- TICA Default Tenancy Control 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.

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed by the Applicant

Signature

Print Name

Date

Witnessed