

Residential Tenancy Application

(One application to be completed per person)



PROPERTY DETAILS:

ADDRESS: _____

STATE: _____ POSTCODE: _____

Rent: \$ _____ per week/fortnight/month Bond: \$ _____

Tenancy Term: _____ months Commencing on: _____

APPLICANT DETAILS:

NAME: _____ DATE OF BIRTH: _____

Have you been known by any other name? Yes No

If yes, what other name(s) have you been known by? _____

Work Phone: _____ Mobile: _____ Home Phone: _____ email: _____

Drivers Licence/Passport No: _____ State: _____

Number of Vehicles: _____ Registration Number(s): _____

ARE YOU AN AUSTRALIAN CITIZEN? Yes No If no, please provide visa details

DEPENDENTS:

Do you have any dependents? Yes No

DEPENDENT FULL NAME(S): _____ RELATIONSHIP TO APPLICANT: _____ DEPENDENT DOB: _____

SMOKING:

Are you or any of the dependents living with you a smoker? Yes No

PETS:

Do you intend to keep pets at the property? Yes No Number of Pets: _____

Type of Pets: _____ If yes, please complete Pet Application Approval form.

Have you applied for any other properties with other agencies? Yes No

AGENT DETAILS

Agency Name:

JUST US REALTY

Address: _____ / _____ Po Box 2758 _____

_____ BUNDABERG CENTRAL _____ State: QLD _____ Postcode: 4670 _____

Phone: 07 4196 0933 _____ Email: admin@justusrealty.com.au _____

APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

Suburb: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other -> _____

CURRENT AGENT/LESSOR (If renting) _____ AGENT/LESSOR PHONE: _____

CURRENT RENT: _____ PER _____ (weekly/fortnightly/monthly) _____ REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

Suburb: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other -> _____

PREVIOUS AGENT/LESSOR (If renting) _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: _____ PER _____ (weekly/fortnightly/monthly) _____ REASON FOR LEAVING: _____

EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment Status: Full time Part time Casual Contract Self Employed

OCCUPATION _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.): _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

TYPE OF PAYMENT: _____ TOTAL INCOME (per week) \$ _____

DATE PAYMENTS COMMENCED: _____

STUDENT DETAILS

Are you studying full time? Yes No Are you an overseas student? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING _____ STUDENT IDENTIFICATION NUMBER: _____

PERSONAL REFERENCES

Please do not list relatives, another applicant or partners & provide business hours contact numbers.

REFEREE 1: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

REFEREE 2: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

EMERGENCY CONTACT

i.e. preferred person(s) to be contacted in the event of an emergency

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

SUPPORTING DOCUMENTS

IDENTIFICATION:

You are required to meet a 100 point identification criterion upon submission of your application.

The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport
- Full Birth Certificate
- Citizenship certificate

40 Points

- Australian Drivers Licence
- Proof of age card
- State/Federal Government Photo ID
- Centrelink card
- Student Photo ID
- Department of Veterans Affairs card

25 Points

- Medicare card
- Council Rates Notice
- Motor Vehicle registration
- Telephone bill
- Electricity bill
- Gas bill
- Tenancy History ledger
- Bank statement
- Credit card statement
- Last 4 rent receipts
- Rend bond receipt
- Previous tenancy agreement

PROOF OF INCOME:

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last 2 pay slips

Self Employed: Bank Statements, Group Certificate, Tax Return or Accountant’s letter

Not Employed: Centrelink Statement

DECLARATION

PLEASE DECLARE THE FOLLOWING BY ANSWERING WITH EITHER **TRUE** or **FALSE**.

- 1. I have never been evicted by an Agent/Lessor True False
- 2. I am not aware of any reasons that would affect my ability to pay rent True False
- 3. I was refunded the rental bond for my last address in full (if applicable) True False
If No, please advise what deductions were made from your bond?

- 4. I do not have an outstanding debt to another Agent/Lessor? True False
If Yes, outline why you are in debt to another Agent/Lessor – please outline details

ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING WITH **YES** or **NO**

I, the Applicant

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s & understand that it is my responsibility to insure my own personal belongings. Yes No
- 2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character & my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, & to undertake such enquiries & searches (including tenancy database searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, & further information obtained from, referees named in this application & other relevant third parties. Yes No
- 3. Acknowledge & accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
- 4. Consent & understand that should my tenancy be accepted & upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople & tenancy default databases. Yes No
- 5. Acknowledge that the Lessor & Agent (Tenant) are bound by this agreement immediately upon communication of either the lessor or agent’s acceptance of the application Yes No
- 6. Consent to the use of email & facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Qld) Act 2001 (QLD)* & the *Electronic Transactions Act 1999 (Cth)* Yes No
- 7. Declare that the above information is true & correct & that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ **Date:** _____



TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

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 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.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions 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.

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 for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____