

RENTAL APPLICATION

Welcome to our agency.

When you find a suitable property, it is a requirement that every prospective occupant over 18 years of age must complete an application form.

The application form cannot be processed unless all required information is supplied to our agency.

Upon submitting a fully completed application form, the application will be processed by our office and we will phone you to advise you of the outcome. If the application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately.

If the lessor approves the application, we ask that the **first week's rent (cleared funds) be paid to our office within 48 hours of approval.**

If you have any questions, or require further information, please refer to our property management staff. We are here to assist.

We look forward to assisting you for your entire rental, and if required, sales needs.

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

EACH APPLICANT MUST HAVE SUFFICIENT IDENTIFICATION, COPIED & ORGANISED BEFORE ANY APPLICATION WILL BE CONSIDERED.

PHOTO IDENTIFICATION MUST BE PROVIDED

Please provide 100 points of identification.

YOU MUST PROVIDE ONE FROM THE FOLLOWING 3 OPTIONS:

		<i>Please Tick</i>
DRIVERS LICENCE	# 40 POINTS <input type="checkbox"/>
PHOTO ID	# 30 POINTS <input type="checkbox"/>
PASSPORT	# 30 POINTS <input type="checkbox"/>

PLUS AT LEAST 1 OF THE FOLLOWING OPTIONS:

CENTRELINK STATEMENT OF INCOME	# 20 POINTS <input type="checkbox"/>
LAST 4 PAY SLIPS	# 10 POINTS <input type="checkbox"/>

PLUS ANY OF THE FOLLOWING ITEMS TO MAKE UP THE 100 POINTS

LAST 4 RENT RECEIPTS	# 50 POINTS <input type="checkbox"/>
BIRTH CERTIFICATE	# 20 POINTS <input type="checkbox"/>
MIN. 2 REF. FROM PREVIOUS LESSOR	# 20 POINTS <input type="checkbox"/>
TELEPHONE, ELECTRICITY, GAS ACCOUNT	# 10 POINTS <input type="checkbox"/>
BANK STATEMENT – MOST RECENT	# 10 POINTS <input type="checkbox"/>
CURRENT MOTOR VEHICLE REGO PAPERS	# 10 POINTS <input type="checkbox"/>
MEDICARE CARD	# 10 POINTS <input type="checkbox"/>
TOTAL ID POINTS	/100

**** PLEASE NOTE: ALL photocopies MUST be CLEAR and supplied & organised BEFORE your application can be accepted for processing.**

Licensed Real Estate Agents – ABN 12 286 926 519

Shop 3/54 Ariadne Street, River Heads Shopping Village, River Heads Qld 4655

Telephone – 07 4125 7777 Facsimile – 07 4125 7775 Email: rentals@rhps.com.au Web: www.rhps.com.au

Privacy Act Acknowledgment Form for Tenant Applicants

This form provides information about how River Heads Property Sales handles 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 cannot process your application.

As a professional property 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 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:-

- Trades people to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the lessor/owner 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 a property 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 member 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 database. To obtain your information from TICA Default Control Pty Ltd proof of identity will be required and can be made by any of the following ways.

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline: 190 222 0346 calls charged at \$4.50 per minute including GST (higher from mobile and payphones). Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$8.80 plus stamped self addressed envelope is required.

TICA collects information from its member 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 organization for no 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 license number, proof of age card number and or passport number, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

APPLICANTS PERSONAL DETAILS

Surname _____ Given Names: _____

Have you been known by any other name? Yes/No If yes? _____

D.O.B: _____ Drivers licence: _____ Passport: _____

Contact Numbers: **Mobile:** _____ **Phone:** _____

Email Address _____

Names & Ages of other occupants: _____

Vehicles to be kept on premises: _____

Vehicle make: _____ Rego: _____

Are you a Smoker? Yes / No (Please circle applicable)

Number of pets to be kept on premises: _____ Type of pets: _____

Occupation: _____ Income \$ _____ Period of Employment: _____

Name of Employer: _____

Address: _____ Phone: _____

HR or Payroll Officer: _____

Total Income (includes all benefits, employment, etc) \$ _____ weekly/fortnightly/monthly

If self employed, name of Business: _____

(MUST SUPPLY MOST RECENT TAX RETURN OR B.A.S.)

Present Address _____

Period of occupancy: _____ Rent paid \$ _____ Rented / Own home / Boarding

Reason for leaving: _____

Agent/Landlord _____ **Phone:** _____ **Fax:** _____

Previous Address _____

Period of occupancy: _____ Rent paid \$ _____ Rented / Own home / Boarding

Reason for leaving: _____

Agent/Landlord _____ **Phone** _____ **Fax:** _____

References – (No relatives or friends & they must have visited your home)

Name: _____ Occupation: _____

Relationship: _____ Contact number: _____

PLEASE NOTE: Your application cannot be completed without us speaking with your nominated reference. Please notify your nominated reference as we will be only calling once - it is necessary for them to return our call.

Contact in Case of Emergency: _____

Relationship: _____ Contact Numbers: _____

Have you ever been evicted by any agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

Are you in debt to another agent/lessor? Yes/No

The customer acknowledges that they can request from the agent a Form 17a & 18a before signing this application. Yes/No

The customer acknowledges that one application form has to be completed per person applying. Yes/No

The customer acknowledges that they have received the privacy policy of the agent. Yes/No

The customer acknowledges that both the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it. Yes/No

The customer acknowledges that they have been made aware of the presence of midges in the area Yes/No

APPLICATION FOR TENANCY

PROPERTY ADDRESS : _____

DATE OF APPLICATION: _____

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 *River Heads Property Sales* to collect personal information about me and conduct any searches deemed necessary, which may include TENANCY INFORMATION CENTRE OF AUSTRALIA (T.I.C.A), PREVIOUS Landlords or Agents & employers to enable them to assess my application for tenancy.

I declare the following:-

1. I have inspected the above property on the _____ day of _____
2. I wish to apply to rent the property for a period of ____ months commencing on _____
3. I agree that the rent is \$ _____ per week 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 or arrangements for payment of monies to any other creditors. I further declare that I am not paying off any previous rental debt and that the rental is within my means.
5. I authorise *River Heads Property Sales* obtain a rent ledger from my current lessor/agent.
6. I also authorise *River Heads Property Sales* to disclose information collected about me to the owner of the property. I am aware that any information supplied in the application maybe passed onto TICA or to any other Letting Agent/Lessor. I agree to my personal details being recorded on the agent's database and used for Real Estate purposes.
7. **I agree and understand that in the event of this application being rejected there is no requirement by law for the agent to disclose to me any reason for such rejection.**
8. I agree and understand that in the event of this application being provided to the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE or any other database. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
9. I agree and understand that in the event of this application being approved one weeks rent is required to be paid within 48 hours to the agent, this money is non refundable should the approved applicant not proceed with the tenancy. The remaining one weeks rent and bond monies is due on the commencement date of the lease.
10. I agree that no keys will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 9 above and all tenants have signed the relevant documents. All rental payments are to be made by Money Order, Bank Cheque, Direct Debit from a savings account or Internet Bank Transfer. **No personal cheques or EFTPOS are accepted.**
11. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
12. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement that I enter into on approval by the lessor/agent.
13. 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.
14. I agree to allow the agent to photocopy the information supplied by me for their records.
15. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others which may include (but is not limited to) insurance companies, contractors, other real estate agents, salespeople and tenancy default databases.

Print Name: _____

Applicants Signature: _____

Date: _____