

TENANCY APPLICATION FORM

Thank you for choosing a George Brand Real Estate property. Please complete this application thoroughly so we can process it as quickly as possible.

Please note the following important points:

1. Your application will not be processed if this form is not fully completed, signed and identification documents attached. A Reservation Fee of 1 weeks rent may be required.
2. Rent is paid on a weekly or fortnightly basis, by direct debit from a bank account.
3. This application must be accompanied with a copy of your driver's licence or passport for identification purposes. You must also provide documents to reach 100 points in total – see page 4.
4. A separate application form is required for each applicant over 18 years of age.
5. If the application is approved, you will be required to provide either a bank cheque, money order or transfer funds electronically for the rental bond, lease fee and the first 2 weeks rent.
6. Photocopying can be provided at a cost of 50 cents per page.

Rental Property:

Property address

Tenancy Requirements:

Length of tenancy (months)	Rent (per week) \$	Commencement date
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Occupancy Details:

No. of occupants who will live in this property	No. and ages of children (if any)	No. and type of pets
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Applicant's Details:

Name	Email
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Address

Home phone	Work phone	Mobile phone
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Personal Details:

Marital Status	Date of birth	Drivers licence number	Drivers licence state of issue
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Previous Name	Passport Number	Country of issue	Car registration
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Emergency Contact Details:

Name	Relationship	Contact phone
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Address

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all the applicants in this application form.

Applicant's signature	Date
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Current Rental Details:

Address		
Current rent (per week) \$	How long have you lived there?	Reason for leaving
Agent/landlord	Agent phone	

Previous Rental Details:

Previous address		
Rent (per week) \$	How long did you live there?	Reason for leaving
Agent/landlord	Agent phone	

Current and Previous Rental Details:

1) Has your tenancy ever been terminated by a landlord or agent? Yes / No

If yes give details _____

2) Have you ever been refused a property by any land lord or agent? Yes / No

If yes give details _____

3) Are you in debt to another landlord or agent? Yes / No

If yes give details _____

4) Have any deductions ever been made from your rental bond? Yes / No

If yes give details _____

5) Is there any reason known to you that would effect your future rental paymen ts? Yes / No

If yes give details _____

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

Current Employment:

Applicants must provide the 2 most recent pay slips or Centrelink Statements or if Self Employed applicants must provide a BAS Statement; to prove you can afford the rental payments.

Occupation:		Current Employer:
Contact name (manager)	Contact's work phone	Your position
Length of employment	Weekly income (after tax) \$	Full time, part time or casual?

Previous Employment: (Complete if current employment is less than 6 months)

Previous Employer (company)		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Weekly income (after tax) \$	Full time, part time or casual?

Personal/Business References: (not relatives)

Name	Occupation	Work phone
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Address

Name	Occupation	Work phone
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Address

Confirmation

I confirm the following:

- 1) I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
- 2) I consent to the information provided in this application being verified and a reference check on TICA and RP Data being undertaken.

Statement of Costs:

The following amounts will be required to be paid prior to the commencement of the lease. A Rental Bond of (4 weeks or 6 weeks rent if the property is furnished) plus the first 2 weeks rent less any reservation fee paid plus Residential Tenancy Agreement fee (\$15.00).

If a reservation fee is being paid on the property, the following conditions will apply:

- 1) The Reservation Fee is equivalent to one weeks rent to reserve the premises in favour of you for a period of seven days.
- 2) That during this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
- 3) That should the Landlord decline the application, the Reservation Fee be refunded to the applicant in full.
- 4) That should the Landlord accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
- 5) That should the applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund that remainder (if any) of the Reservation Fee to the applicant on a pro-rata basis.
- 6) That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of Electronic Funds Transfer or Trust Account Cheque.

George Brand Real Estate, acting for the Landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:

- 1) To reserve the premises for the period in accordance with the conditions above stated.
- 2) To notify the applicant within the reservation period whether or not the applicant has been approved.
- 3) If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

Applicant's signature

Date

100 POINT IDENTIFICATION

Prior to any tenancy application being considered each applicant is required to produce sufficient identification which totals 100 points.

Applicants must provide at least one (but not more than two) of the following:

Drivers Licence	30 Points
or	
Passport	30 Points
or	
Birth Certificate	30 Points

Applicants MUST Provide:

Applicants must provide the 2 most recent pay slips or Centrelink Statements or if Self Employed applicants must provide a BAS Statement.	no points
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Applicants may provide one only of the following:

Tenancy History Ledger	20 Points
or	
Tenancy Agreement	20 Points
or	
Previous Four Agency Receipts	20 Points
or	
Rental Bond Receipt	20 Points

Applicants may provide any of the following:

Proof of Age Card	20 Points
Motor Vehicle Registration	15 Points
Telephone Account	15 Points
Electricity Account	15 Points
Gas Account	15 Points
Bank or Credit Card Statement	15 Points
Pension Card	15 Points
Council or Water Rates	15 Points
Health Care Card	15 Points
Medicare Card	15 Points

George Brand Real Estate Office Contact Details:

Avoca Beach Office	Phone 4382 1311	Fax 4382 3732
Copacabana Office	Phone 4382 1000	Fax 4382 1573
Kariong Office	Phone 4340 2424	Fax 4340 4167
Killarney Vale Office	Phone 4333 8188	Fax 4333 8088
Kincumber Office	Phone 4369 2222	Fax 4369 1313
Terrigal Office	Phone 4384 4644	Fax 4384 6521
Toukley Office	Phone 4396 1000	Fax 4396 9000
Killarney Vale Office	Phone 4333 8188	Fax 4333 8088

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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) and RP Data in specified circumstances. If you do not consent to the disclosure of your personal information to TICA and RP Data we cannot process your application.

Member Name: George Brand Real Estate

As a professional property manager we collect personal information about you. The information we collect can be accessed by you by contacting George Brand Real Estate.

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 RP Data 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 Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners 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 an asset 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 members 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 databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

Phone: 1902 220 346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

Primary Purpose:

TICA collects information from its members 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 organisation for any 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 licence number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA:

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 \$ 5.45 per minute including GST (higher from mobile and pay phones)

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

Signed By The Applicant	Print Name
Witnessed	Date