

RESIDENTIAL TENANCY APPLICATION

GEORGE BRAND REAL ESTATE IS A MEMBER OF THE FOLLOWING
ORGANISATIONS

TENANCY INFORMATION CENTRE OF AUSTRALIA (TICA)

THE BARCLAY M.I.S. LANDLORD PROTECTION PLAN

R.P. DATA

ALL INFORMATION SUPPLIED TO THIS OFFICE MAY BE PASSE D ON TO THE
ABOVE DATA BASES AND USED IN THE PROCESSING OF YOUR APPLICATION

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT
MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS

TENANCY HISTORY FROM AGENT OR – WRITTEN REFERENCE FROM CURRE NT L/LORD OR – COPY OF CURRENT MORTGAGE STATEMENT	50 POINTS
DRIVERS LICENCE	40 POINTS
PHOTO I.D	30 POINTS
PASSPORT	30 POINTS
CURRENT MOTOR VEHICLE PAPERS	10 POINTS
2 REFERENCES PREVIOUS LANLORD / AGENT	20 POINTS
COPY OF PREVIOUS TELSTRA, ELECTRICITY GAS, BANK STATEMENT, MOBILE PHONE ACC.	10 POINTS
COPY OF BIRTH CERTIFICATE	10 POINTS

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

To process your application you are requested to answer all questions to the best of your ability. False or misleading information could jeopardise your application.

Property Applied For _____

Office Use Only

APPLICATION SUBMITTED TO L/L _____ on _____ by _____

ACCEPTED:

REJECTED:

RESERVATION FEE PAID: YES/ NO \$.....

COMMENTS / SPECIAL CONDITIONS

TENANT ADVISED ON: _____

CONFIRMED LEASE TO COMMENCE ON: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR OCCUPANTS ONLY

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required, under the National Privacy Principles of Privacy Act, to be made aware that an organisation may access a database. In addition an approved occupant is entitled to know what will happen to their information when it is passed onto an agent.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences, if any, exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information in the format required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

I/We the said occupant/s applicant/s declare that I/We give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd, Barclays M.I.S & RP Data. I/We further give my/our permission my/our information to be provided to any other tenancy database for the assessment of the tenancy application.

I/We agree and understand that once the tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement I/We give my/our permission the member of a tenancy database to register any of my/our details with a tenancy database as an approved occupant only. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/We understand that TICA Default Tenancy Control Pty Ltd, Barclays M.I.S. & RP Data are databases companies that allows its members access to information accumulated from members about tenants and approved occupants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and authorities required, the database member may elect not to proceed with the tenancy application. I/We agree and understand that a listing of an approved occupant with the TICA Default Tenancy Control Pty Ltd, Barclays M.I.S & RP Date can not include any debts that may be owed by the tenant.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Occupants Name/s: _____

Signed by member _____ Signed by occupants _____

Dated: _____

PROPERTY BEING APPLIED

FOR: _____

RENTAL AMOUNT PER WEEK: \$ _____

LEASE LENGTH: _____ DATE WISHING TO MOVE IN: _____

To assist us to process your application promptly please complete this form with as much information as possible.

Full Name _____ D.O.B _____

Current Address _____

How long There? _____ Home Phone: _____ Work Phone: _____ Mobile _____

EMAIL DETAILS

Drivers License Number _____ State of Issue _____ Passport Number _____ Country of Issue _____

Vehicle Reg _____ Make _____ Model _____ Colour _____

Any items under lease(eg car), hire purchase or loan, weekly loan repayments are: \$ _____ for _____ months

If you owned your own home & have sold, please supply details of selling agent & Company Name & Telephone number:

Have you ever been known by another name? YES / NO. If yes details _____

Total number of people to occupy premises: _____ Names: _____

ADULTS: _____ CHILDREN: _____ AGES OF CHILDREN: _____

PETS: _____ TYPE & AGES _____

BOND PAYABLE: \$ _____ ADVANCE RENT PAYABLE: _____ LEASE FEE: \$15.00

TOTAL AMOUNT PAYABLE BY BANK CHEQUE TO ACCESS PROPERTY: \$ _____

Office Use Only

Current Rental Check _____

TICA Check CLEAR LISTED CHECKED BY _____ DATE: _____

RP Data Check CLEAR LISTED CHECKED BY _____ DATE: _____

Photo ID Type _____ COPY HELD YES / NO

Additional ID Type _____

Fastrack check – Barclays CLEAR LISTED DATE CHECKED

CURRENT RENTAL HISTORY

Name of previous Landlord or Agent _____ Phone _____

Address of previous Premises _____

Reason For Leaving _____

Period of tenancy: _____ Weekly rental amount: _____

Was your bond refunded in full? YES / NO. If no give details:

Office use only

Checked by _____ SpokeTo _____

Rent amount per week: _____ Copy payment history: Yes/No _____

Comments _____

PREVIOUS RENTAL HISTORY

Name of previous Landlord or Agent _____ Phone _____

Address of previous Premises _____

Reason For Leaving _____

Period of tenancy: _____ Weekly rental amount: _____

Was your bond refunded in full? YES / NO. If no give details:

Office use only

Checked by _____ SpokeTo _____

Rent amount per week: _____ Copy payment history: Yes/No _____

Comments _____

Please list any details of properties you or anyone you are living with have rented in the past five years and reason for leaving

Office use only

Checked by _____ SpokeTo _____

Comments _____

EMPLOYMENT DETAILS

Employer: _____ Phone _____

Position _____ How Long There? _____

Wage/Salary per week \$ _____ After tax per week \$ _____ Please provide letter of income or recent pay slips.

If receiving social security/ family allowance or pension payments please supply details and proof of total net weekly income:

_____**Office use only**

Confirmed by _____ Comments _____

Previous Employment _____ Phone _____

Position _____ How Long There? _____

Salary/Wage \$ _____ per week. After Tax per week \$ _____

Office use only

Confirmed by _____ Comments _____

IF SELF EMPLOYED

Name of Business _____ Industry _____

How long Trading _____ A.B.N Number _____

Address _____ Phone _____

Name of Accountant _____ Phone _____

Certificate of Registration attached YES / NO

Business References

Name _____ Phone _____ Position _____

Name _____ Phone _____ Position _____

Office use only

Confirmed by _____ Comments _____

GENERAL REFERENCES

NAME _____ PHONE _____ RELATIONSHIP _____

NAME _____ PHONE _____ RELATIONSHIP _____

Office use only	
Confirmed by _____	Comments _____

In Case of Emergency, name of the nearest relative not living with you

Name _____ Phone _____ Relationship _____

Address _____

HAVE YOU EVER BEEN EVICTED BY A LANDLORD/AGENT YES/NO

HAVE YOU EVER BEEN REFUSED A PROPERTY BY A LANDLORD/AGENT YES/NO

ARE YOU IN DEBT WITH ANOTHER LANDLORD OR AGENT YES/NO

HAVE YOU EVER HAD MONEY DEDUCTED FROM A RENTAL BOND AT END OF ANY TENANCY YES/NO

HAVE YOU EVER BEEN IN DISPUTE WITH A LANDLORD OR AGENT YES/NO

HAVE YOU EVER BEEN TO TRIBUNAL IN RELATION TO ANY PREVIOUS TENANCY YES/NO

ARE YOU A UNDISCHARGED BANKRUPT YES/NO

If yes to any of the above please give details

DISCLAIMER/AUTHORITY

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 authorise the letting agent to contact and or conduct any inquires and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age. I am not a declared bankrupt and I am eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare: -

1. I have inspected the property located at: _____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing _____ for a period of _____
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ _____ per week and that this rental is within my means to support
4. I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be at least one weeks in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ _____ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. 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 Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
9. The completion of this application does not constitute an offer or acceptance. I have been informed and understand and agree that should my application not be successful the agent is not obligated or required to disclose why or supply any reason for the rejection of this application.
10. If a holding deposit has been taken and the applicant changes his/her mind, a daily rent will be claimed out of the holding deposit via a pro-rata basis. If the landlord does not accept the application the holding deposit will be refunded in full. The deposit will be refunded by a rental trust cheque only.
11. I agree to adhere to the terms and conditions of the Residential Tenancy Agreement prepared by the owners Estate Agent.
12. Upon approval and acceptance of your application all monies MUST BE PAID IN FULL BY BANK CHEQUE, BUILDING SOCIETY CHEQUE, MONEY ORDER OR DIRECT DEPOSIT PRIOR TO BEING GIVEN KEYS TO THE PREMISES.
NO PERSONAL CHEQUES OR CASH WILL BE ACCEPTED FOR INITIAL PAYMENT
13. I acknowledge & accept that tenants names, address & telephone numbers will be given to the strata management company if there is a strata management company involved with the property.
14. I acknowledge & accept that the agent or landlord may give tenants details to person who carry out work for the landlord or agent such as tradespeople & valuers.
15. IT IS A CONDITION OF ALL TENANCIES WITH GEORGE BRAND REAL ESTATE THAT RENT IS COLLECTED BY DIRECT DEBIT FROM YOUR BANK ACCOUNT WEEKLY OR FORTNIGHTLY .

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references names in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Any information provided in your application may be passed on to affiliated Data Bases, insurance companies and private investigation agencies in the event of a default occurring.

APPLICANTS NAME: _____

APPLICANTS SIGNATURE: _____