

APPLICATION FOR TENANCY

(One application is to be completed per person over the age of 18).

Address of property applying for:

1. _____ at \$_____ per week
2. _____ at \$_____ per week
For a fixed term of ____ months ____ years - Commencing on ____/____/____

Have you inspected the inside of this property?

During my/our inspection at _____

I/we acknowledge the condition of the property and found it to be satisfactory.

Date of inspection ____/____/____

WHAT YOU MUST HAVE:

- | | | |
|--------------------------|---|-----------|
| <input type="checkbox"/> | A driver's licence | 40 |
| <input type="checkbox"/> | 18+ card | 40 |
| <input type="checkbox"/> | Passport | 40 |
| <input type="checkbox"/> | Current proof of income (2-3 recent pay slips) | 20 |
| <input type="checkbox"/> | Birth Certificate | 20 |
| <input type="checkbox"/> | Tenancy history ledger | 20 |
| <input type="checkbox"/> | Bank/credit card statement | 15 |
| <input type="checkbox"/> | Centrelink income statement | 15 |
| <input type="checkbox"/> | Pension health care card | 15 |
| <input type="checkbox"/> | Phone electricity, gas or rates bills | 10 |
| <input type="checkbox"/> | Current vehicle registration | 10 |

Total Identification points: _____

This application cannot be processed until it is fully completed and signed including copies of supporting documents attached as requires for 100 points of identification check. Refer to the following list of acceptance documents and point value of each.

Our agency staff will contact you within 48 business hours if the application is approved. Upon approval the tenancy agreement will need to be signed by all approved lease holders and an amount, equal to one week's rent to be paid within 48 hours of acceptance.

1. Applicant's Details

Surname:	Given name:
Phone (H):	Phone (W):
Mobile:	Date of Birth: ____/____/____
Email:	Are you a smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No
Passport No:	Expiry date:
Are you an Australian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No: please attach copy of Visa	

2. Drivers Licence and registration details

Drivers Licence No:	State:	Expiry date:
Registration No:	Model Purchase:	
Registration No:	Model Purchase:	

3. Applicant's History

Current Address:		
Period of Occupancy:	<input type="checkbox"/> Renting <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	
Landlord/Agent Name:	P:	F:
Email:		
Rent: \$_____per week	Reason for leaving:	

Previous Address:		
Period of Occupancy:	<input type="checkbox"/> Renting <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	
Landlord/Agent Name:	P:	F:
Email:		
Rent: \$_____per week	Reason for leaving:	

4. Occupants: Full name/s and ages of all occupants to reside on the Premises:

1.	2.
3.	4.
5.	6.

5. Applicant's Employment

Current Occupation:	Employer:
Employment Type: Full Time	Part Time Casual
Weekly Income:	Duration:
Contact Name:	Phone:

Previous Occupation if less than 12 months:

Occupation:	Employer:
Employment Type:	Duration:
Contact Name:	Phone:

Self – Employment details: please provide a statement of income from your accountant/tax returns.

Company name:	Trading as:
Address of Business:	ABN:
Nature of Business/Industry:	Length of self-employment:
Accountant details:	Phone:
Credit of Referee:	Phone:
Will the Premises be used for business purposes:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student details:

Student at:	Duration:
Course name:	

Centrelink Details: Please attach Centrelink income statement

Payment type:	Payment Amount: \$ _____
Regularity: <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly	

Payment Break Down: gross weekly income

Employment	\$
Self-employment	\$
Centrelink benefits	\$
Other	\$
Total	\$

6. Referees *(All referees should not be related to you)*

Business Referee's Name:	
Phone:	Relationship:
Personal Referee's Name:	
Phone:	Relationship:

7. Emergency Contact *Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.*

Name:	
Address:	
Phone:	Mobile:

8. Pets – If yes please see attached pet application form

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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9. How did you find out about this property?

<input type="checkbox"/> Signage	<input type="checkbox"/> Website _____
<input type="checkbox"/> Referral	<input type="checkbox"/> Other _____

10. Total Moving costs

Item	Calculation	Amount payable	Important notes
Rent in advanced – 2 weeks rent	2x\$ _____	= \$ _____	1 week's rent must be paid within 48 hours of acceptance and the full bond and another 1 weeks rent will need to be paid to La Vie Property Solutions BEFORE the lease commences.
Bond – 4 weeks rent	4x\$ _____	= \$ _____	
	Total Amount Payable	= \$ _____	

11. Declaration

Have you ever been evicted by any lessor or agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any reason know to you that would affect your ability to pay rent when due?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was your bond at your last address refunded in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the property in a satisfactory condition when you inspected it?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TICA Privacy Disclosure Form

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 and Other Real Estate Agents to assess the risk to our clients. The Agent May also take into account 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

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors/Owners insurer in the event of an insurance claim and Future rental reference 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 you make. 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.

TICA Statement

As a TICA Group may collect personal information about you, the following information about the TICA Group 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. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

TICA 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 organization other than its own group of companies for any other purpose other than assessing a tenancy 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) and address at time of making tenancy application, comments made by a TICA member in relation to your tenancy, which member you rented through and which members you applied to and which members are seeking you.

Applicant Name:

Applicant Signature:

Date: ___/___/___

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 inquiries 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 declared bankrupt and I am eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare:

- I have inspected the property and have on my own accord decided that I wish to rent the aforementioned property.
 - I understand that if the nominated Applicant is advised this application is approved then within 48 hours, all approved applicants are to sign the General Tenancy Agreement and pay 1 week's rent as part bond. The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until replacement tenant is secured.
 - I have been informed, understand and agree that the rental for the aforesaid property is to be paid every week/fortnight/month and is to be at least **one weeks in advance at all times**.
 - I have been informed, understand and agree that the bond for the aforesaid property will be minimum 4 weeks rent and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to all details regarding the lodgment of the said rental bond with the appropriate authority.
 - 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 appointed to finalising of the rental bond for the aforesaid property.
 - 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, the said applicant.
 - I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery or 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, the said applicant.
 - 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 that agent is not obligated or required to disclose why or supply any reason for the rejection of this application.
 - I agree to adhere to the terms and conditions of the Tenancy Agreement prepared by the owners Estate Agent.
 - Upon approval and acceptance of your application all money **MUST BE PAID IN FULL BY BANK CHEQUE, CASH, MONEY ORDER OR DIRECT DEPOSIT PRIOR TO BEING GIVEN KEYS TO THE PREMISES.**
- NO PERSONAL CHEQUES WILL BE ACCEPTED FOR INITIAL PAYMENT.
- I acknowledge and accept that tenant's names, address and telephone numbers will be given to the strata management company if there is a strata management company involved with the property.
 - I acknowledge and accept that the agent or landlord may give tenants details to people who carry out work for the landlord or agent such as tradesmen and valuers.

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 named in this application. I understand this can include information about my creditor worthiness, credit standing, and credit history or credit capability. I understand this information may be used to access my application. Any information provided in your application may be passed on to affiliated Data Bases, insurance companies and private investigations in the event of a default occurring.

Name:	Signature:	Date: ____ / ____ / ____
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