

Rental Tenancy Application Form

Complete this form and supply the required identification, to apply for a rental property.



Atlas

Property Solutions

NOTICE TO ALL TENANCY APPLICANTS 100 POINTS IDENTIFICATION REQUIRED

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification, please advise us prior to completing.

<i>IDENTIFICATION TYPE</i>	<i>POINTS</i>
Drivers Licence	30
Passport	30
Proof of Age	20
Four rent Receipts	20
Pay Slips	20
Vehicle Registration	15
Telephone, Electricity, Gas Bills ...	15
Medicare	10

I/We, the Applicants, acknowledge that both the lessor and I/We agree, that upon acceptance of this application, are bound by this agreement.

SECTION 1 - Property Details

➤ Please use BLACK or BLUE BALL POINT PEN and print in CAPITAL LETTERS.

Property Address

Street Address (number & name)

Suburb / Town

Lease Commencement date

 Day Month Year

Lease Term

 Years Months

How many people will occupy the property

 Adults Children

SECTION 2 - Personal Details

➤ Full name(s) of all other persons who will occupy the premises.
Please show all ages and names of children:

All adults over the age of 18 years must fill out a separate Application Form.

First Applicant

Mr Ms Miss Mrs Other

Name

Date of Birth (DD/MM/YYYY)

 / /

Drivers Licence Number

State

Second Applicant

Mr Ms Miss Mrs Other

Name

Date of Birth (DD/MM/YYYY)

 / /

Drivers Licence Number

State

Contact Details

Home

Work

Fax

Mobile

Email address

Contact Details

Home

Work

Fax

Mobile

Email address

SECTION 2 - Applicant Details (continued)

First Applicant

Current Address

Number & Street

Suburb

State

Postcode

Period of Occupancy

 year(s) month(s)

Rent Paid

\$

Reason for Vacating

Name of Agent or Owner

Phone #

Second Applicant

Current Address

Number & Street

Suburb

State

Postcode

Period of Occupancy

 year(s) month(s)

Rent Paid

\$

Reason for Vacating

Name of Agent or Owner

Phone #

Previous Address (if current address is less than 3 Years)

Number & Street

Suburb

State

Postcode

Period of Occupancy

 year(s) month(s)

Rent Paid

\$

Reason for Vacating

Name of Agent or Owner

Phone #

Previous Address (if current address is less than 3 Years)

Number & Street

Suburb

State

Postcode

Period of Occupancy

 year(s) month(s)

Rent Paid

\$

Reason for Vacating

Name of Agent or Owner

Phone #

Employment Details

Current Occupation

Period with current employer

 year(s) month(s)

Weekly earnings

\$

Employers Name

Address

Contact Phone #

()

Employment Details

Current Occupation

Period with current employer

 year(s) month(s)

Weekly earnings

\$

Employers Name

Address

Contact Phone #

()



SECTION 3 - Personal Referee Details

➤ Please provide two (2) personal refernces (not related to you). Please ensure each has agreed for you to nominate them as a referee and names must be given that can be collected during business hours.

First Applicant

Referee #1

Mr Ms Miss Mrs Other

Name

Relationship to you

Address

Phone #

Referee #2

Mr Ms Miss Mrs Other

Name

Relationship to you

Address

Phone #

Second Applicant

Referee #1

Mr Ms Miss Mrs Other

Name

Relationship to you

Address

Phone #

Referee #2

Mr Ms Miss Mrs Other

Name

Relationship to you

Address

Phone #

SECTION 4 - Emergency Contact Details

➤ Please provide two (2) emergency contacts.

Name

Address

Phone #

Name

Address

Phone #

SECTION 5 - Other Details

Will there be pets kept on the premises ?

Yes

No

Number and type of pets

We the above applicants do declare that all information provided in this form is true and correct.
 We the applicants have viewed the above mentioned premises and have agreed to accept the premises to
 rent for a period of _____
 Starting the tenancy on _____
 and agree to the rental price of \$ _____ per week
 Signed by Applicant #1 _____
 Signed by Applicant #2 _____
 In the presence of _____
 Date _____

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) 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 asset 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 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

- Tradespeople 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:190 222 0346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)

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 license 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/s _____
 Date (Day / Month / Year) _____
 Witnessed _____