



4/420 Queen Street, Brisbane Qld 4000

Email: [rentals@mintresidential.com.au](mailto:rentals@mintresidential.com.au)

Phone: 1300 788 270

Fax: (07) 3877 6593

# TENANCY APPLICATION FORM

When applying for a property, **ALL OCCUPANTS** must complete an application form and provide 100 points of identification. **Applications will not be processed until all applications have been received along with all details fully completed and supporting documents photocopied and attached.** The completion of this application is not an acceptance.

## 1. TENANCY DETAILS

Apartment Number: \_\_\_\_\_ Building: \_\_\_\_\_

Lease Term: \_\_\_\_\_ months Lease Commencement Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

## 2. APPLICANT'S DETAILS

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's Licence / Passport N<sup>o</sup>: \_\_\_\_\_ Smoker:  Yes  No

Do you have a car that will be kept at the property?  Yes  No Car Registration N<sup>o</sup>: \_\_\_\_\_

## 3. TENANCY HISTORY

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ RENT / OWNED / OTHER (explain): \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Current Landlord/Agent: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax or Email: \_\_\_\_\_

### PREVIOUS ADDRESS (If you have lived at the current address for less than 2 years):

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ RENT / OWNED / OTHER (explain): \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous Landlord/Agent: \_\_\_\_\_ Phone or Email: \_\_\_\_\_

### RENTAL HISTORY:

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

If yes, provide details: \_\_\_\_\_

Have you ever been evicted from a premises?  Yes  No

If yes, provide details: \_\_\_\_\_

Are you currently in debt to any Landlord/Agent?  Yes  No

If yes, provide details: \_\_\_\_\_

## 4. EMPLOYMENT DETAILS

Current Occupation: \_\_\_\_\_

Employer / Business Name: \_\_\_\_\_ Period of Employment: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax or Email: \_\_\_\_\_

Full Time / Perm Part Time / Casual (please circle) Nett Weekly Income: \$ \_\_\_\_\_ N<sup>o</sup> of hours if casual: \_\_\_\_\_

Additional Income or Benefits: \_\_\_\_\_ Amount Per Week: \$ \_\_\_\_\_

### 5. SELF EMPLOYED OR COMPANY DETAILS (IF APPLICABLE)

Company or Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date Formed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Accountant / Accounts Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### 6. STUDENT DETAILS (IF APPLICABLE)

Name of College / TAFE / University: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ International Student:  Yes  No Visa Expiry: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Austudy Income: \$ \_\_\_\_\_ Other Benefit Income (eg. Scholarship): \$ \_\_\_\_\_ per week/month

### 7. PERSONAL REFERENCES (NOT RELATIVES)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### 8. EMERGENCY CONTACT DETAILS

\*\*Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and cannot reach you (or other listed occupants) on your normal contact details.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### 9. OCCUPANTS

Number of Occupants: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Full names, dates of birth and phone numbers of all people to be residing at the property.

Name: _____	Phone: _____	Date of Birth: ____ / ____ / ____
Name: _____	Phone: _____	Date of Birth: ____ / ____ / ____
Name: _____	Phone: _____	Date of Birth: ____ / ____ / ____
Name: _____	Phone: _____	Date of Birth: ____ / ____ / ____

\*\*Note: Each adult to be residing at the property will need to complete a separate application form.

### 100 POINTS OF IDENTIFICATION REQUIRED (copies of documents to be provided with application)

**TOTAL POINTS: /100**

Prior to any Tenancy Application being considered, each applicant must produce at least 100 points of identification.

Please provide at least one form of identification from each of the first two (2) columns.

<input type="checkbox"/> Last 4 Rent Receipts 20 pts	<input type="checkbox"/> Driver's Licence 30 pts	<input type="checkbox"/> Bill (Phone, Utilities etc) 15 pts
<input type="checkbox"/> Tenancy Ledger 20 pts	<input type="checkbox"/> Passport 30 pts	<input type="checkbox"/> Rates Notice 15 pts
<input type="checkbox"/> Bank Statements 15 pts	<input type="checkbox"/> Birth Certificate 10 pts	<input type="checkbox"/> VISA Documents 15 pts
<input type="checkbox"/> Last 3 Payslips 15 pts	<input type="checkbox"/> Photo ID (eg. Student or 18+ Card) 30 pts	<input type="checkbox"/> Pension or Health Card 15 pts

**PLEASE NOTE: Applications WILL NOT be processed WITHOUT 100 points of Valid ID**

## TERMS OF APPLICATION

I, the applicant, declare the following:

1. The information provided in this application is true and correct and has been supplied at my own free will.
2. I understand that you as the lessor's agent, have collected this information for the specific purpose of checking identification, character and credit worthiness in determining if the applicant will be a suitable tenant for the property.
3. I have inspected the premises stated in Item 1 and accept its condition.
4. If the property is furnished, I agree that I will not remove any of the furniture unless a written request is provided to the agent prior to doing so, and approval granted by the property owner. Approval is not guaranteed.
5. I declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
6. I authorise the agent to access and check any information that may be listed on me on the TICA Default Tenancy Database and any other tenancy database which may be available.
7. I agree that upon communication of acceptance of this application by the lessor or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement, and be bound by the terms and conditions of this Tenancy Agreement.
- 8. I agree and understand that in the event of this application being approved, all monies (2 weeks rent plus bond) will be paid within 24 hours of acceptance.**
9. I agree that I will abide by the policies of the agent's office as may be provided to me in relation to this tenancy.
10. I understand that no keys for the property will be provided by the agent to me/us until such time as all monies are paid in full in accordance with clause 7 above.
11. I agree and understand that in the event of this application being declined, there is no requirement at law for the agent to disclose to me any such reason for rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application. If an application is declined, details will be held for 2 weeks, following this, all details will be disposed of.
12. I understand that this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.

I \_\_\_\_\_, the applicant, give my consent for MINT Residential to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the Privacy Act 1988 (CTH) with relevant tenancy databases including databases of my Letting Agents.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how 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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

**Member Name:** MH Management (QLD) Pty Ltd T/As MINT Residential  
**Address:** 4/420 Queen Street, Brisbane QLD 4000 **Email:** [rentals@mintresidential.com.au](mailto:rentals@mintresidential.com.au)  
**Phone:** 1300 788 270 **Fax:** (07) 3017 0899

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 address.

## 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
- Other Real Estate Agents to assess the risk to our clients.

We 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

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- 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 the 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 we 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 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) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

## 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 application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is; Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

## Further information about TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

**I, the applicant, acknowledge that I have read and agree to the Privacy Act Acknowledgment Form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date