



## Residential Tenancy Application

PROPERTY ADDRESS \_\_\_\_\_

RENT PER WEEK \$ \_\_\_\_\_

SECOND PREFERENCE(if any) \_\_\_\_\_

RENT PER WEEK \$ \_\_\_\_\_

PROPOSED START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_.

LEASE TERM ☐ 6 MONTHS ☐ 12 MONTHS or ☐ OTHER \_\_\_\_\_

DATE PROPERTY VIEWED \_\_\_\_\_

### APPLICANT DETAILS

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

DRIVER LICENCE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT: (Someone not living with you)

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NUMBER OF OCCUPANTS: Adults \_\_\_\_\_ Children \_\_\_\_\_

Ages of Children \_\_\_\_\_

PETS: ☐ YES ☐ NO TYPE OF ANIMAL: \_\_\_\_\_

BREED OF ANIMAL AND AGE: \_\_\_\_\_

TYPE OF VEHICLE: \_\_\_\_\_

REGISTRATION: \_\_\_\_\_

DO YOU OWN A LAWN MOWER: ☐ YES ☐ NO

ARE YOU A SMOKER: ☐ YES ☐ NO

### REFERENCES

PERSONAL REFERENCE 1: \_\_\_\_\_

PHONE: \_\_\_\_\_

PERSONAL REFERENCE 2: \_\_\_\_\_

PHONE: \_\_\_\_\_

### CURRENT ADDRESS

ADDRESS: \_\_\_\_\_

LANDLORD/AGENT/PARENT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

PERIOD OCCUPIED: \_\_\_\_\_ RENT PAID: \$ \_\_\_\_\_

REASON FOR VACATING: \_\_\_\_\_

### PREVIOUS ADDRESS

ADDRESS: \_\_\_\_\_

LANDLORD/AGENT/PARENT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

PERIOD OCCUPIED: \_\_\_\_\_ RENT PAID: \$ \_\_\_\_\_

REASON FOR VACATING: \_\_\_\_\_

### CURRENT EMPLOYMENT

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYMENT LENGTH: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

INCOME PER WEEK/FORTNIGHT: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYMENT LENGTH: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

INCOME PER WEEK/FORTNIGHT: \_\_\_\_\_

## Residential Tenancy Application

1. Incomplete/Incorrect or false information may lead to the rejection of the application.
2. The owner reserves the right to accept more than one application for a rental property.
3. This office uses the Tenants Information Centre (TICA)
4. All rent and bond must be paid before keys are made available.
5. The applicant consents to their personal information being used and disclosed as specified in the attached Privacy Statement.

### HOLDING FEE

1. The Applicant agrees to pay a holding fee of one weeks rent if approved by the Landlord
2. If the Applicant decides not to take the premises after the Landlord accepts this application then the Applicant will forfeit the entire holding fee
3. If the Applicant pays the holding fee this will be put towards the ingoing costs

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### INGOING COSTS

If approved applicants MUST pay the full bond and two weeks rent, equivalent to 6 weeks rent, before collecting the keys and moving into the property.

**Payment must be made in full before or at the time you take possession of the property**

### 100 POINTS OF ID

**Before any application will be processed, each applicant must supply**

- Drivers Licence/Passport or birth certificate
- Healthcare card or pension card
- Utility or phone bill
- 3 Current payslips
- Centrelink Income Statement
- Bank Statement

**If you own your property you must supply**

- Rates notice
- Certificate of title

**If you are renting you must supply**

- Rent ledger or if renting privately 3 rent receipts
- Current copy of lease

**\* Please note that if you fail to supply us with the documentation required we may not be able to process your application as effectively.**

## 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.

## APPLICANT ACKNOWLEDGEMENT

I, the Applicant, apply for approval to rent the premises referred to in this form and acknowledge as follows:

- That my Application will be referred to the Landlord for his/her/their approval.
- That Wood Real Estate may photocopy the information supplied by me in support of this application for retention.
- That Wood Real Estate will contact my present or previous landlords, managing agents, employers and the personal referees I have supplied.
- That Wood Real Estate will check any information that may be listed about me on the TICA Tenancy History Database.
- That if approved I will be required to sign a Residential Tenancy Agreement (RTA) under the Residential Tenancies Act 1997 (the Act).
- That I am not an undischarged bankrupt, insolvent, entered into a debt agreement or scheme of arrangement with creditors or under any incapacity which may affect the validity of the proposed tenancy.
- That the information provided by me in this application form is true and correct to the best of my knowledge, information and belief
- I have inspected the premises and wish to apply for a tenancy of the premises in accordance with this application.
- **That I agree to accept the property as presented and inspected.**
- **That the Landlord will attend to any repairs required to be carried out under the Act or any relevant OH&S legislation but otherwise the Landlord may not attend to any other or non-essential requests or repairs.**
- That upon approval of the application I agree to pay one week's rent holding fee within 24 hours of approval so that the rental property can be taken off the rental market. If I choose not to go ahead with signing the lease I forfeit the holding fee.
- That the Applicant consents to their personal information being used and disclosed as specified in the listed Privacy Statement.
- I agree to abide by the reasonable practices and policies of the agent as may be provided to me in relation to the tenancy.
- **That there is no requirement in law for Wood Real Estate to disclose to me the reason for the rejection of this application**

Signed by the Applicant/s

Print Name

Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**connectnow.**  
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au  
connectnow.com.au

**Moving home has never been easier**

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS:** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ YES I accept the Terms. Please call me to connect my new home services

Signed

Date

PM ID: