

APPLICATION FOR TENANCY

PROPERTY ADDRESS _____

THIS APPLICATION IS MADE ON THE _____

In order to process this application all questions must be answered. The completion of this application is not an acceptance. Failure to complete this application may result in the application not being processed.

I the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees supplied by me in this application for verification.

I declare the following

- 1 Have you inspected the property? (Y) (N) Please circle Date / / 20
- 2 I wish to apply to rent this property for a period of _____ Months commencing on _____
- 3 I agree that the rent is \$ _____ per week and that the rental bond is \$ _____
- 4 I the applicant 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.
- 5 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 that may be available.
- 6 I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
- 7 I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- 8 I agree and understand that in the event of this application being approved all initial monies will be paid to the agent in CASH or by BANK CHEQUE
- 9 I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
- 10 I agree that I/we will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
- 11 *I agree that for my application to be processed, it must be completed in full along with copies of the requested 100 point ID. **Atlas Realty does not provide photocopying services.***
- 12 I agree that upon communication of acceptance of this application by the landlord 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 the Tenancy Agreement. If you do not hear back from our office within 3 business days of your application being received, it means your application was unsuccessful. In the event that your application is not successful, please tick this box ☐ if you would like us to keep your application on file.

Applicants Signature

Agents Signature

APPLICANTS NAME

SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ PASSPORT _____
STATE _____ LAST SUBURB _____

APPLICANTS CONTACT NUMBERS

(H.) _____ (W.) _____ (M.) _____
EMAIL _____

VEHICLE

TYPE _____
REGO _____ OWNED or FINANCED _____

NUMBER OF OCCUPANTS

ADULTS _____ CHILDREN _____ AGES _____

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ INCOME \$ _____ CONTACT _____
PERIOD OF EMPLOYMENT _____

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ INCOME \$ _____ CONTACT _____
PERIOD OF EMPLOYMENT _____

OTHER INCOME

ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____

PETS

PETS OWNED _____ BREED _____
REGISTERED _____

PRESENT ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PREVIOUS ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PERSON TO CONTACT IN EMERGENCY

NAME _____ PHONE _____

ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____ PHONE _____

ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details-

COMPANY OR BUSINESS

COMPANY or BUSINESS NAME _____

ADDRESS _____

LESSOR / AGENT _____

ACN or BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____

ACCOUNTANT _____ CONTACT _____

ADDRESS _____

PHONE _____ FAX _____

APPLICANTS NAME

SURNAME _____ GIVEN NAMES _____
D.O.B _____ D/L _____ PASSPORT _____
STATE _____ LAST SUBURB _____

APPLICANTS CONTACT NUMBERS

(H.) _____ (W.) _____ (M.) _____
EMAIL _____

VEHICLE

TYPE _____
REGO _____ OWNED or FINANCED _____

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OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION _____ EMPLOYER _____
ADDRESS _____
PHONE _____ INCOME \$ _____ CONTACT _____
PERIOD OF EMPLOYMENT _____

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ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____

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NAME _____ PHONE _____

ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____ PHONE _____

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COMPANY or BUSINESS NAME _____

ADDRESS _____

LESSOR / AGENT _____

ACN or BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____

ACCOUNTANT _____ CONTACT _____

ADDRESS _____

PHONE _____ FAX _____

PERSONAL DETAILS CONTINUED

The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent Yes / No
If yes give details _____
2. Have you ever been refused a property by any landlord or agent Yes / No
If yes give details _____
3. Are you in debt to another landlord or agent Yes / No
If yes give details _____
4. Have any deductions ever been made from your rental bond Yes / No
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments Yes / No
If yes give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

OFFICE USE ONLY

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
OTHER	\$ _____	100 POINT CHECKLIST PASSED	<input type="checkbox"/>
TOTAL	\$ _____	TICA CHECK COMPLETED BY PHONE or INTERNET	<input type="checkbox"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="checkbox"/>
OWING	\$ _____	ACCEPTED	<input type="checkbox"/>
		REJECTED	<input type="checkbox"/>

TICA CHECK DETAILS

APPLICANT NAME	METHOD	RESULTS	
	INTERNET CHECK	NO INFORMATION FOUND	<input type="checkbox"/>
		INFORMATION FOUND	<input type="checkbox"/>

NOTES:

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 can not process your application.

Member Name	ATLAS REALTY		P.O. BOX 23, MELTON VIC 3337	
Address	SHOP 9, CENTRAL WALK, 415 HIGH ST, CNR HIGH ST & STATION RD MELTON, VIC 3337			
Ph	9743 4199	Fax	9743 2199	
Email	office@atlas.com.au			

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)
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

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)

Signature	Print Name
Date	Witnessed

Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

Applicants name _____

Address of property _____

Weekly rent _____ **Rental bond** _____

Income	weekly amounts
Applicants income per week	\$ _____
Government benefits	\$ _____
Total income	\$ _____

Liabilities	weekly amounts
Car payments	\$ _____
Outstanding rental debts	\$ _____
Credit card/store card payments	\$ _____
Personal loans	\$ _____
Taxation	\$ _____
School fees	\$ _____
Total liabilities	\$ _____

Living expenses	weekly amounts
Phone/mobile	\$ _____
Health insurance	\$ _____
Rent	\$ _____
Fuel, power, gas etc	\$ _____
Car (registration and running expenses)	\$ _____
Day to day living (food, clothing and personal)	\$ _____
Insurance (car, life, contents etc)	\$ _____
Total living expenses	\$ _____

Total income	\$ _____
Less liabilities	\$ _____
Sub-total	\$ _____
Less living expenses	\$ _____
Balance	\$ _____

Signed by applicant _____ dated _____

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

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.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE : Must have at least one of the items listed with “*” next to the points



TICA Default Tenancy Control Pty Ltd

ACN: 087 400 379 ABN: 84 087 400 379

P.O. Box 120 Concord NSW 2137

Web: www.tica.com.au

As a matter of courtesy we advise of some changes in relation to an individuals Privacy and any personal details that may be passed onto third parties. This courtesy advice serves no purpose other than to advise an individual of who we are, a method of contacting us, what can be reported, consequences involved in a listing held on the database and who receives our information. Our company operates as a National Register of tenants who have been reported as defaulting under their tenancy agreements or having a tenancy history with a member.

We advise that you may deal with a member of our company and as such they are obliged to both list any defaults that may occur from time to time in a tenancy and also inquire on tenancy applications that may be made to them.

WHO WE ARE

TICA Default Tenancy Control Pty Ltd (TICA) is a company registered in New South Wales and operates throughout Australia, New Zealand and the United Kingdom.

CONTACTING TICA

TICA has established a public inquiry phone number which is 190 222 0346. These calls are charged at \$5.45 per minute inclusive of GST. Alternatively you can write to TICA and enclose a money order or bank cheque for \$14.30 along with a stamped self addressed envelope to obtain your information. Please remember to include you full name, DOB, drivers license, current address. Our mailing address is P.O. Box 120, Concord, NSW 2137. This can take up to 14 days..

WHAT CAN BE REPORTED

Any breach that may occur throughout a tenancy can be reported to TICA from arrears of rent to poor periodic inspections. A full list of reasons for reporting can be found on our web-site at www.tica.com.au within the tenant information section along with an explanation of the listing.

CONSEQUENCES INVOLVED IN A LISTING

With an Australian membership well into the thousands chances are high that you will one day deal with a TICA member. If you are registered on the database it may have an adverse effect on a tenancy application. It is advisable that you strictly adhere to the terms and conditions of your tenancy agreement to avoid a listing as a default.

WHO RECEIVES OUR INFORMATION

Any information that is held on our database is for the exclusive use of TICA members and only used in evaluating a tenancy application. No other person or corporations other than those involved in the rental accommodation industry have access to the information held by TICA.

We trust the above information has been of benefit to you.

TICA Default Tenancy Control Pty Ltd