

Tenancy Application Form



This application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one person, an additional application form + ID is required for each person (18+) who will be occupying the premises.

Property

Rental property address:			
Commencement	Date: / /	Length of tenancy	months
Total No of occupants	Total No:	No. children (if any)	Age/s:
Pets (if any):	Type:	Number of pets	

Tenancy requirements

Applicant

Contact Details

Full name (circle salutation)	Dr / Mr / Mrs / Ms		
Contact Numbers	☎ (Home)	☎ (Mobile)	
E-Mail:		☎ (Work)	
Current rental address			

Current Rental details

Current rent	\$	per week / fortnight / month	Period of Tenancy	months
Agent / Landlord			☎ (Business)	
Why are you leaving?				
Address				

Previous Address

Rent	\$	per week / fortnight / month	Period of Tenancy	months
Agent/Landlord			☎ (Business)	
Why did you leave?				
Current employer				

Current Employment

Employer's address				
Contact name:			☎ (Business)	
Your position			Position type(circle)	Full Time / Part Time
Nett income	\$	per week / fortnight / month	Length of employment	

Previous Employment

Employer's address				
Contact name			☎ (Business)	
Your position			Position type(circle)	Full Time / Part Time
Nett income	\$	per week / fortnight / month	Length of employment	

University Student

Reason for leaving				
Uni studying at			Course Length	
Name of course			Year of study in	
Government Assistance	Yes / No (circle)	If yes, how much: \$	Confirmation letter	Yes / No

Other References

Parents' name			☎ (Home)	
Parents' address				
(NOT Relative) Name			☎ (Phone)	
Address			Reference Type	Personal / Professional

Emergency Contact Details (Relative NOT living with you)

Relatives name			☎ (Home)	
Address			☎ (Business)	
Relationship			☎ (Mobile)	

100 point ID check

(Required from each applicant)

Date of birth:	Date	/	/	<ol style="list-style-type: none"> Photo Identification – i.e. Current Australian Passport (40); and/ or Current Australian Drivers licence (40); and / or Proof of Age Card (10); and / or Current Overseas Passport with Valid Visa (40) Other Identification– i.e. Birth certificate (20); Motor vehicle registration certificate (10). Credit/ bank Key card (20); Medicare card (20); Current wage advice (20); Bank statement (10); Previous tenancy references – i.e. Agent Reference Letter (10); Gas account (10); Prior rent receipts (10); Electricity account (10); Previous home ownership i.e. Water Rates (20); Mortgage statement (20); Council Rates (20);
Passport	No.	Exp date:	/ /	
Car registration:	No.			
Drivers license:	No.	Exp date:	/ /	
No. of Points provided:		Date:	/ /	

Tenancy Application Form



I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition **Yes / No (circle)**
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval
3. I acknowledge that this is an Application to rent this property and that my application is subject to the Landlord's and/ or Agent's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy database TICA (Default Tenancy Control Pty Ltd) being undertaken. I consent to my personal information being given to TICA and understand that the results of this reference check may have a beneficial or detrimental affect on my Tenancy Application.

Reservation Fee (If any)

If a reservation fee is being paid on the property, the following conditions will apply (in NSW only) It is hereby acknowledged:

- That the applicant has paid a **reservation fee of \$.....** equivalent to one week's rent (7 days) to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
- The premises will be reserved for the applicant for a period of days.
- That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- That should the Landlord and / or the Agent decline the application the reservation fee will be refunded to the applicant in full.
- That should the Agent and/ or the Landlord accept this application the reservation fee will be paid towards the rent for the premises.
- That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
- That the reservation fee will be banked into a trust account & **any refund given will be by way of Electronic Transfer to a nominated bank a/c**. The agent, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree: a) To reserve the premises for the period & in accordance with the conditions above stated; b) To notify the applicant within the reservation period whether or not the applicant has been approved; and c) If the applicant is approved, to prepare a Residential Tenancy Agreement for the premises.

Privacy statement

The personal information you provide in this application or collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy, may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this Tenancy Application Form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I undertake to pay a rental bond plus the first fortnight/month's rent in the form of a bank cheque or money order made payable to: LIBERTY PROPERTY SERVICES, upon signing the Residential Tenancy Agreement.

I, the Applicant, declare that I am not bankrupt, or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and subject to the further conditions of any lease I hereby wish to apply for tenancy of the premises on the basis of a

Lease period of months at a rental \$ per week (\$..... calendar month).

Statement of costs	Rental bond (4 week's rent)	\$
	Rent in advance (one fortnight / calendar month)	\$
	50% of Residential Tenancy Agreement preparation fee	\$ 15.00
	Total	\$

Applicant's Signature X **Date:** / /

Agent's Signature X **Date:** / /

How did you find out about this property?

To assist us in ensuring other prospective tenants have easy access to our properties please let us know how you found out about this property

- Internet Local paper / SMH For Lease signboard Local agent Referral Other:

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Privacy Act Acknowledgement Form for Tenant Applicants and 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. 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 following numbers or addresses.

Member Name: **Liberty Property Services** Address: **Locked Bag 3 Millers Point NSW 2000** Phone: **8399 0340** Fax: **8399 0330**

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:

- 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 / Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal and / or 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: Telephone: 190 222 0346 calls are charged at \$ 5.45 per minute including GST (higher charges from mobile or pay phone) Mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

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.

Applicant's Name X Signature X

Applicant's Name X Signature X

Witness X Date: / /

Direct Connect Your Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity Internet Gas Phone Pay TV

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

SIGNATURE: _____ DATE: _____ P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au