

Tenancy application form

Thank you for choosing a McGrath property. Please complete this application thoroughly in order for our office to process it as quickly as possible. Please note the following important points:

1. We request all our tenants to pay rent on a weekly basis, by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of the required documentation (see attached list of required documents).
3. If there is more than one applicant, a separate application form is required for each applicant over 18 years of age.
4. If the application is approved, you will be required to provide either a bank cheque or money order, EFT or credit card for the rental bond and two weeks rent.
5. **When the form has been completed, please fax back to your McGrath Property Manager.**

Rental property:

property address
property address
property address
property address

Tenancy requirements:

length of tenancy (months)	rent \$ per week	commencement date
-------------------------------	---------------------	-------------------

Occupancy details:

no. of occupants who will live in this property	no. and ages of children (if any)	no. and type of pets
---	-----------------------------------	----------------------

Applicant's details:

name	email	
address		
home phone	work phone	mobile phone

Personal details:

date of birth	drivers licence number / state of issue	number of vehicles	
passport number	country of issue	car rego	any trailers or caravans?

Current rental details:

current rent \$ per week	how long have you lived there? months	reason for leaving
agent/landlord	phone	

Previous rental details:

previous property address		
current rent \$ per week	how long did you live there? months	reason for leaving
agent/landlord	phone	

Current employment:

current employer (company)		
contact name (manager)	contact's work phone	your position
length of employment <small>(if less than six mths complete Previous Employment Details)</small>	net income \$ _____ per week	full time or part time?

Previous employment:

previous employer (company)		
contact name (manager)	contact's work phone	your position
length of employment	net income \$ _____ per week	full time or part time?

Emergency contact details:

name	relationship	contact phone
address		
name	relationship	contact phone
address		

Personal/business references: (not relatives)

name	occupation	work phone
address		
name	occupation	work phone
address		

Occupancy information:

name	age	address

How did you find out about this property:

Internet (please specify) mcgrath.com.au domain.com.au realestate.com.au

For lease board

Real Estate World newspaper

Local newspaper

Other _____

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. yes no
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 approval.
4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$ _____ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to McGrath Property Management upon signing the Residential Tenancy Agreement.

Statement of costs:

Rental bond

\$

Rent in advance (Two weeks' rent)

\$

TOTAL

\$

If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The Holding Fee of \$ _____, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

McGrath Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

applicant's signature

date

agents signature

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 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	McGrath Ballina	phone	(02) 6618 3399
address	176 River Street, Ballina NSW 2478		
email	fomballina@mcgrath.com.au	fax	(02) 6618 3388

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 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) or 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 as follows 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 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.

name	signature	date
witness name	witness signature	date

The personal Information the prospective tenant provides in this application or collected from other sources is necessary for McGrath Property Management to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to this agency and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

McGrath complies with laws protecting your privacy. The information you provide to McGrath will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by McGrath or do not wish McGrath to use your information for purposes other than in accordance with this Agreement, please contact our Privacy Officer 9386 3333. You may obtain a copy of McGrath's Privacy Policy by visiting our website mcgrath.com.au.

This Agreement is required by the Property, Stock & Business Agents Act 2002. Any amounts payable by the Principal to McGrath are expressed inclusive of Goods and Services Tax (GST) at the rate of 10% or such other rate as determined by legislation. McGrath Estate Agents is the trading name of McGrath Sales Pty Ltd ABN 97 092 061 982. Copyright McGrath Limited 2008.

Identification check

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification. A separate application form must be completed for each resident over the age of 18 years.

Essential documents (These must be provided before your application can be processed)

- Current drivers licence / passport / proof of age card
- Pay advice / Centrelink statement (as applicable)
- Motor vehicle registration / utility account
- Bank statements (as applicable)
- Tax return (if self employed)
- Council rates (if owner of current or previous address)
- Tenancy history ledger

Supporting documents (Additional identification to support your application. Please provide at least one from this box)

- Previous tenancy agreement
- Rental bond receipt
- Pension card / health care card
- Birth certificate

Tenancy applicants please note this office is a member of the TICA Default Tenancy Control System.
(A division of Tenancy Information Centre Australasia Holdings Pty. Ltd.)

connectnow. A free service - connecting your utilities has never been easier!

T 1300 554 323

F 1300 889 598

E info@connectnow.com.au

Connectnow is a simple and convenient time saving service assisting you to connect your electricity, gas, phone, internet and pay-TV to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use Connectnow.

A Connectnow representative will make all reasonable efforts to contact you within One working day of receiving an application. If Connectnow was unable to contact you within this period please contact Connectnow on 1300 554 323 to ensure connection is completed. While the Connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Connectnow service. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.Connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither Connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Connectnow.

CALL ME TO CONNECT

YES

Is the electricity currently on

YES

NO

Does the property have

Bottle gas

Main gas

Electricity only

signed

date

Office property leased through / ID
12099