

RENTAL APPLICATION FORM

ALL OCCUPANTS OVER 18 MUST COMPLETE SEPARATE APPLICATION FORMS

DOCUMENTS REQUIRED – DO NOT RETURN FORM WITHOUT ALL DOCUMENTATION

You are required to submit copies of the following documentation WITH your application form before you can view the property(s) you wish to apply for. Once this is completed your Application for Tenancy will be accepted for processing:

- **REQUIRED Photo Identification** – drivers licence, Proof of Age card, passport, etc.
- **REQUIRED Proof of income** – last 2 pay slips, current Centrelink Income Statement, bank statement, letter of employment.
- **SUGGESTED Supporting Documentation** – current Rental Ledger, 2 x written references

RENTAL PROPERTY Address 1: _____ Inspected: _____
Address 2: _____ Inspected: _____
Address 3: _____ Inspected: _____

LEASE TERM: ☐ Six months ☐ Twelve months **Commencement Date:** _____

How did you find out about this property?

☐ Newspaper ☐ Walk-in ☐ Website _____ ☐ Referral ☐ Other: _____

PERSONAL DETAILS

Full Name: _____ D.O.B _____

Licence/ID Number: _____ Email address: _____

Home no: _____ Work no: _____ Mobile no: _____

Other persons to occupy property: (including children)

Name: _____ D.O.B _____ Relationship: _____

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Do you have pets? ☐ No ☐ Yes → If so, you will need to complete a **Pet Application Form**.

Are you a smoker? ☐ No ☐ Yes

EMPLOYMENT

Current Occupation: _____ Current Employer: _____

Address: _____ Phone: _____

Period of Employment: _____ ABN (If self) _____

Nett Weekly income (AFTER TAX): \$ _____ ☐ Full time ☐ Part time ☐ Casual ☐ Contract

Currently I am paid on the _____ of each week/fortnight/month (circle relevant)

Monday, Tuesday, Wednesday, Thursday, Friday

If employed less than 6 months:

Previous employment: _____ Previous Employer: _____

Address: _____ Phone: _____

CENTRELINK DETAILS

Pension Type: _____ Payment Amount: \$ _____ weekly/fortnightly. Please circle relevant.

Pension Type: _____ Payment Amount: \$ _____ weekly/fortnightly.

EMERGENCY CONTACT (Not living with you)

Name: _____ Relationship: _____

Home no: _____ Work no: _____ Mobile no: _____

Address: _____

CURRENT ADDRESS

Rental Reference Check

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to
Peter Milling & Company regarding my/our rental history.

I/we understand this information will be used to assess my/our application.

Applicants Name: _____

Property Address: _____

Period of Tenancy: _____ From: _____ To: _____ Rent paid per week \$ _____

Agent or Landlord: _____ Contact agent name: _____

Phone number of agent/owner: _____ Fax number of agent/owner: _____

☐ Never Rented ☐ Previously owned home Reason for leaving: _____

Signature of Applicant: _____ Date: _____

PREVIOUS ADDRESS

Rental Reference Check

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Agent or Landlord: _____ Contact agent name: _____

Phone number of agent/owner: _____ Fax number of agent/owner: _____

☐ Never Rented ☐ Previously owned home Reason for leaving: _____

Signature of Applicant: _____ Date: _____

PRIVACY STATEMENT



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.

MEMBER NAME: Peter Milling & Company

PHONE: (02) 6882 3544

ADDRESS: 105-107 Macquarie Street, Dubbo NSW 2830

EMAIL: enquiries@petermilling.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 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 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 Agencies 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 to the property
- Refer to Tribunal or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- 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 enquiries 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 in the following ways: Phone: 1902 220 346 (calls are charged at \$5.45 per minute including GST – higher for mobile or pay phone). Mail: TICA Public Inquiries, PO Box 120 Concorde NSW 2137 (a fee of \$14.30 plus stamped self addressed envelope is required).

Primary Purpose

TICA collects information for 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 licence 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 1902 220 346 (calls charged at \$4.50 per minute including GST – higher from mobile or payphone).


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.

Signature _____ Print Name _____

Date _____ Witnessed _____

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Peter Milling and Company Dubbo		
PROPERTY ADDRESS			
TENANT NAME			
GENERAL	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form.		
PET DETAILS	ITEM	PET 1	PET 2
If more than 2 pets, print and complete separate Pet Agreement.	TYPE OF ANIMAL		
	BREED		
	AGE		
	DESEXED?	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION <small>small medium large, etc.</small>		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
EMERGENCY PET CARER	Name		
The Tenant provides the following information for use in the case of an emergency.	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN	Name		
The Tenant provides the following information for use in the case of an emergency.	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status. 4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status. 		

	<p>5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.</p> <p>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</p> <p>7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.</p> <p>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</p>		
ACKNOWLEDGEMENT BY APPLICANT 	Applicant Name	Signature	Date

AFTER PROCESSING APPLICATION			
APPLICATION RESULT	<input type="checkbox"/> Application for Pet/s – DECLINED <input type="checkbox"/> Application for Pet/s – APPROVED The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.		
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT To be signed only if pet/s are approved.	Tenant Name	Signature	Date