



**RESIDENTIAL TENANCY APPLICATION**  
**ALL QUESTIONS MUST BE ANSWERED**

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF  
**100 CHECK POINTS:**

- \*TENANT RENTAL LEDGER/HISTORY** **50 POINTS**
- OR –WRITTEN & SIGNED REFERENCE FROM LANDLORD
- OR – COPY OF CURRENT MORTGAGE STATEMENT
- \*DRIVERS LICENCE** **40 POINTS**
- \*PROOF OF INCOME (BANK STATEMENT, OR CENTRELINK STATEMENT)** **10 POINTS**
- ORIGINAL OF PHONE, ELECTRICITY, GAS, BANK STATEMENT, MOBILE PHONE ACC.** **10 POINTS**
- \*PHOTO I.D. AND OR PASSPORT** **30 POINTS**

*Should you not be able to meet the 100 point check points please speak to the Property Manager*

You must fill in **ALL** fields including phone, email and / or fax numbers of your employer, Landlord and /or previous agent. If this information is not included, your application **cannot** be accepted.

**NAME OF APPLICANT/S:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**RENT PER WEEK:** \_\_\_\_\_

**We have inspected the property and wish to apply for six  or twelve  months (tick one only) from \_\_\_/\_\_\_/\_\_\_**

I/we undertake to pay a rental bond equal to 4 weeks rent if my/our Application for Tenancy is successful.  
I/we agree to pay one week's rent upon signing of the Tenancy Agreement and a second weeks rent on receipt of keys. I/we will pay the bond, which is to be lodged with the Department of Fair Trading by one of the following:

- BANK CHEQUE    CASH    EFTPOS    HOUSING DEPARTMENT    **(Tick one only)**

**NOTE: First National Yamba DOES NOT accept Bond Transfers or Personal Cheques for Bonds.**

**Phone: (02) 6646 2299 Fax: (02) 6646 9048**

**Email – [rentalsadmin@fnyamba.com.au](mailto:rentalsadmin@fnyamba.com.au)**

**DISCLAIMER/AUTHORITY  
THIS MUST BE FILLED IN & SIGNED.**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age. I am not declared bankrupt and I am eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare:-

Please circle the applicable:

1. I **have/have not** inspected the property at \_\_\_\_\_
2. I **have/have not** on my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_\_ for a period of \_\_\_\_\_
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ \_\_\_\_\_ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the aforesaid property is to be paid every \_\_\_\_\_ and is to be at least one week in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ \_\_\_\_\_ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorize the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
9. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

Under the National Privacy Principle 1.3 (f) you are entitled to know what consequences, if any all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information in the format required by a property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property applied for may be passed onto another tenancy applicant for consideration.

# TICA PRIVACY DISCLOSURE FORM

Personal information is collected from tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for Yamba First National to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.

I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of Yamba First National that all Tenancy Applications and other supporting documents shall be shredded within 2 weeks.

## **TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian 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 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.

**Primary Purpose:** Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor you have requested to rent and if considered 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 and Other Real Estate Agents to assess the risk to our clients. The Agent 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 Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and your personal information to: Trades people to contact you for repairs and affiliated industries, TICA Default Tenancy Control Pty maintenance of the property, Ltd to record details of your Tribunals or tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners. In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

**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 Australian 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 281 37 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80.

**TICA 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, driver's license number, and proof of age card number and or passport number

(Through and which members you applied to and except Australian) and address at time of making a tenancy application, comments made which members are seeking you. By a TICA member in relation to your tenancy, which members you rented

**DATE SIGNED:** \_\_\_\_\_

**FIRST APPLICANT'S SIGNATURE** \_\_\_\_\_

**SECOND APPLICANT'S SIGNATURE** \_\_\_\_\_

**THIRD APPLICANT'S SIGNATURE** \_\_\_\_\_

**FOURTH APPLICANTS SIGNATURE** \_\_\_\_\_

FIRST APPLICANT DETAILS

PERSONAL DETAILS

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_
Number of Dependants \_\_\_\_\_ Names & Ages \_\_\_\_\_
Email \_\_\_\_\_ Pets Yes [ ] No [ ] Type/Breed \_\_\_\_\_
Drivers Licence Number \_\_\_\_\_ Car Rego \_\_\_\_\_ Car Type \_\_\_\_\_

CURRENT EMPLOYMENT

Current Employer \_\_\_\_\_ Occupation \_\_\_\_\_
Employers Address \_\_\_\_\_ Employers Phone \_\_\_\_\_
Employers Fax or Email \_\_\_\_\_
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time [ ] Part-Time [ ]

PREVIOUS EMPLOYMENT

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_
Employers Address \_\_\_\_\_ Employers Phone \_\_\_\_\_
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time [ ] Part-Time [ ]

CENTRELINK DETAILS

Type of Payment \_\_\_\_\_ Total Payment/ Fortnight: \$ \_\_\_\_\_

RESIDENTIAL DETAILS

Current Address \_\_\_\_\_ [ ] Owned [ ] Rented
Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_
Bond Refunded? Yes [ ] No [ ] If Not, Why? \_\_\_\_\_

Previous Address

[ ] Owned [ ] Rented Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_
Reason For Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_ Bond Refunded?
Yes [ ] No [ ] If Not, Why? \_\_\_\_\_

REFERENCES

Personal References Name \_\_\_\_\_ Phone \_\_\_\_\_
Name \_\_\_\_\_ Phone \_\_\_\_\_

Business References

Name \_\_\_\_\_ Phone \_\_\_\_\_
Name \_\_\_\_\_ Phone \_\_\_\_\_

Circle the answer applicable to you

Has a landlord or agent ever evicted you? Yes or No are you an undischarged bankrupt Yes or No

Has any landlord or agent refused you a property? Yes or No

Are you in debt to another landlord or agent? I.e. listed on TICA, NTD or Barclays? Yes or No

Is there any reason known to you that would affect your ability to pay the rent? Yes or No

Were any deductions made from your rental bond at your last address? Yes or No

Do you own a - Lawnmower Trailer Caravan Boat Truck

Total number of vehicles to be kept on property? \_\_\_\_\_ Are you a Smoker? Yes or No

Signature \_\_\_\_\_ Date \_\_\_/ \_\_\_/ \_\_\_

**SECOND APPLICANT DETAILS**

**PERSONAL DETAILS**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Number of Dependants \_\_\_\_ Names & Ages \_\_\_\_\_  
Email \_\_\_\_\_ Pets Yes  No  Type/Breed \_\_\_\_\_  
Drivers Licence Number \_\_\_\_\_ Car Rego \_\_\_\_\_ Car Type \_\_\_\_\_

**CURRENT EMPLOYMENT**

Current Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Employers Address \_\_\_\_\_ Employers Phone \_\_\_\_\_  
Employers Fax or Email \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time  Part-Time

**PREVIOUS EMPLOYMENT**

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Employers Address \_\_\_\_\_ Employers Phone \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time  Part-Time

**CENTRELINK DETAILS**

Type of Payment \_\_\_\_\_ Total Payment/ Fortnight: \$ \_\_\_\_\_

**RESIDENTIAL DETAILS**

Current Address \_\_\_\_\_  Owned  Rented  
Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_

Bond Refunded? Yes  No  If Not, Why? \_\_\_\_\_

**Previous Address** \_\_\_\_\_

Owned  Rented Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_ Bond Refunded?

Yes  No  If Not, Why? \_\_\_\_\_

**REFERENCES**

Personal References Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Business References

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Circle the answer applicable to you**

Has a landlord or agent ever evicted you? **Yes or No** are you an undischarged bankrupt **Yes or No**

Has any landlord or agent refused you a property? **Yes or No**

Are you in debt to another landlord or agent? I.e. listed on TICA, NTD or Barclays? **Yes or No**

Is there any reason known to you that would affect your ability to pay the rent? **Yes or No**

Were any deductions made from your rental bond at your last address? **Yes or No**

Do you own a - **Lawnmower** **Trailer** **Caravan** **Boat** **Truck**

Total number of vehicles to be kept on property? \_\_\_\_\_ Are you a Smoker? **Yes or No**

Signature \_\_\_\_\_ Date / / \_\_\_\_\_

## PET AGREEMENT

This Pet Agreement forms part of the Tenancy Agreement between the Owners/Agents of the property at: \_\_\_\_\_ and the following tenants: \_\_\_\_\_

### Basis

The tenants have sought the agreement of the Owner to keep the pet(s) described below in the Schedule on the property and the Owner has consented to permit the pet(s) on the following conditions.

### Agreement

The tenants agree that only the pet(s) described in the Schedule will be permitted to remain on the property and that this agreement does not include additional or replacement pets. The tenants also agree that during the course of this agreement they will:-

1. Not to allow the pet(s) inside the house at any time unless specific arrangements have been made in writing with the Owners or their agent.
2. Not to allow the pet(s) to roam unrestrained in public areas other than Council approved areas.
3. Not to allow the pet(s) to disturb the peaceful and quiet enjoyment of surrounding neighbours.
4. Ensure that the current fencing is and will remain at all times adequate to restrain the pet(s).
5. Regularly remove faeces from the lawn and gardens and dispose of it in an appropriate manner.
6. The pet(s) must not be allowed to damage the property and the tenants are responsible to make good at their own expense, any damage caused by their pet(s) inside or outside the house including the gardens, lawns, fences, glass doors & windows, timber doors and frames.
7. To regularly flea control the property to prevent flea infestation.
8. To have the property professionally fumigated inside and outside and deodorised as part of the Terms and Conditions of their Tenancy Agreement when vacating the property and provide a copy of the receipt for the work to the Owner's agent.
9. Should a pet urine smell still be evident inside the property after it has been professionally fumigated inside and outside and deodorised, all floor coverings including the underlay will be removed, the affected areas cleaned and treated and all floor coverings replaced, at the tenant's expense.
10. The tenants accept full responsibility for all animals that have been allowed on the rental property, either with or without the Owners or agents permission and they will be solely liable for any loss, damage or injuries suffered by another person who may have been attacked by such an animal.
11. Should an action be brought against the Owners or their agent for any claim, action, suit or demand, the tenants will indemnify and hold harmless both the Owners and their agent.

### Schedule Details of Pet(s)

Pet type: \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_ Name: \_\_\_\_\_  
The pet is registered with Clarence Valley Council? **Yes / No** Not Required Registration number: \_\_\_\_\_

Pet type: \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_ Name: \_\_\_\_\_  
The pet is registered with Clarence Valley Council? **Yes / No** Not Required Registration number: \_\_\_\_\_

Pet type: \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_ Name: \_\_\_\_\_  
The pet is registered with Clarence Valley Council? **Yes / No** Not Required Registration number: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Tenant signature: \_\_\_\_\_

Tenant signature: \_\_\_\_\_

## **PRIVACY STATEMENT**

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the agency discloses that in addition to the personal information the prospective tenant provides in this application or if collected from other sources it is necessary for the Agent to verify the tenancy applicant's identity, to process and evaluate the application and to manage the tenancy. Other sources may include debt collection agencies, insurance companies, government departments and other landlords or agents.

**I/we the applicant/s agree** if the application is successful it may be disclosed to the landlord, referees, other agents and third party operators of tenancy reference databases.

**I/we understand** that if the relevant information is not provided, then this Agency will not process the tenancy application.

**I/we understand** that if I/we would like to access my/our personal information that this Agency holds, it can be done so by contacting:

**First National Real Estate Yamba 1/19-21 Coldstream Street, Yamba 2464**  
**Phone: 02 6646 2299 Fax: 02 6646 9048**

### **PRIVACY ACT AKNOWLEDGEMENT**

In accordance with Section 18n (1) (b) of the Privacy Act, I authorize you to give information to and obtain information from all credit providers and references named in this application.

**I understand** this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_