

# TICA APPLICATION FOR TENANCY

PROPERTY ADDRESS \_\_\_\_\_

THIS APPLICATION IS MADE ON THE \_\_\_\_\_

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

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on the \_\_\_\_\_
2. I/We wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_
3. I/We agree that the rent is \$\_\_\_\_\_ per week/fortnight/month and that the rental bond is \$\_\_\_\_\_
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We 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/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We 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/we 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/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We 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/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Agents Signature

**APPLICANTS NAME**

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

**APPLICANTS CONTACT NUMBERS and EMAIL**

(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 \_\_\_\_\_

## PERSONAL DETAILS CONTINUED

### The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent  
If yes give details \_\_\_\_\_ Yes/No
2. Have you ever been refused a property by any landlord or agent  
If yes give details \_\_\_\_\_ Yes/No
3. Are you in debt to another landlord or agent  
If yes give details \_\_\_\_\_ Yes/No
4. Have any deductions ever been made from your rental bond  
If yes give details \_\_\_\_\_ Yes/No
5. Is there any reason known to you that would effect your future rental payments  
If yes give details \_\_\_\_\_ Yes/No
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	\$		EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
			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

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# 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.

Agency Name: \_\_\_\_\_  
(Herein referred to as the "Agent")

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

## Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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.

In the event of a successful tenancy application the applicant's personal information maybe 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

## Signed by the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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)  
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 organisation 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 including its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.