

Tenancy Application Form

Tenant Application Checklist

The following is required for the processing of your application (Please Tick);

- I have completed all areas of the application form
- The income and expenditure section has been completed and I have provided proof of income as support
- I have acknowledged and signed the Privacy Statement
- I have attached supporting documentation for 100 point Identification Check
- I have inspected the property this application relates to

Rental Property Details

Address of the property you would like to rent;

If you have a second preference, the address of that property;

Applicant 1 - Full Name

Applicant 2 - Full Name

Lease Commencement Date

Lease Term (months)

How many people will occupy the property?

Adults Children Age of Children , , ,

(Anyone who is over 18 years of age must provide a copy of their driver's licence)

Do you have any pets?

Yes No

If yes, please provide details of quantity, breed and if kept inside or outside;

 MUST Circle: Inside / Outside


How did you find out about this property?

Newspaper Internet Signboard Window

Rental List Referral Other: _____

Are you following us on Facebook? Yes No

To view our current rental listings & keep up to date with open home times, follow our Facebook page;

 /visionpropertysales

Alternatively, you can visit our website - www.visionpropertysales.com.au

OFFICE USE ONLY

- TICA Check Completed: Listed Y / N
- Privacy Statement Signed & Received
- 100 Points of ID Received
- Previous Agent/Landlord contacted for Reference

NOTES:

Applicant 1

Personal Details

Surname	Given Name
<input type="text"/>	<input type="text"/>
Date of Birth	Drivers Licence No.
<input type="text"/>	<input type="text"/>
Passport No.	Home Phone No.
<input type="text"/>	<input type="text"/>
Work Phone No.	Mobile Phone No.
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

Current Employment Details

Occupation	Employer
<input type="text"/>	<input type="text"/>
Address	Phone
<input type="text"/>	<input type="text"/>
Period of Employment	Income Per Week (\$)
<input type="text"/>	<input type="text"/>

If Self Employed

Address	Phone / Fax
<input type="text"/>	<input type="text"/>
ACN	Business Reg No.
<input type="text"/>	<input type="text"/>
Lessor / Agent	Date Established
<input type="text"/>	<input type="text"/>

Rental History: CURRENT

Agent / Landlord	Rental Address
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>
Period of occupancy	Rent paid Per Week
<input type="text"/>	\$ <input type="text"/>
Bond Paid	Reason for leaving
\$ <input type="text"/>	<input type="text"/>
Given Notice?	
<input type="text"/>	

Rental History: PREVIOUS

Agent / Landlord	Rental Address
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>
Period of occupancy	Rent paid Per Week
<input type="text"/>	\$ <input type="text"/>
Bond Paid	Reason for leaving
\$ <input type="text"/>	<input type="text"/>

Statement of Affordability

Income	
Employment Income Per Week	\$ <input type="text"/>
Additional Income Per Week	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>
Expenses	
Rent (house applying for)	\$ <input type="text"/>
Phone / mobile repayments	\$ <input type="text"/>
Electricity / water	\$ <input type="text"/>
Car expenses / repayments	\$ <input type="text"/>
Living expenses (food, clothing etc)	\$ <input type="text"/>
Insurances (health,car,life,contents)	\$ <input type="text"/>
Other	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

100 Point ID Check

Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.
- Points **MUST** be made up of the following sections (A & B)

Please Tick

A) You **MUST** provide the following **60 points**;

- Drivers Licence
- Current Bank Statement
- 4 Current Payslips
- or
- Current Centrelink Statement

B) Supporting Documentation, You must provide **40 points**;

- Passport 30 points
- Proof of Age Card 30 points
- Previous Tenancy Agreement 20 points
- Current Rental Ledger 20 points
- Previous 4 Rent Receipts 20 points
- Rental Bond Receipt 20 points
- Vehicle Registration papers 15 points
- Current Telephone Account 15 points
- Current Electricity Account 15 points
- Council or water rates 15 points
- Pension Card 15 points
- Health Care Card 15 points
- Medicare Card 10 points
- Birth Certificate 10 points

Applicant 2

Personal Details

Surname	Given Name
<input type="text"/>	<input type="text"/>
Date of Birth	Drivers Licence No.
<input type="text"/>	<input type="text"/>
Passport No.	Home Phone No.
<input type="text"/>	<input type="text"/>
Work Phone No.	Mobile Phone No.
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

Current Employment Details

Occupation	Employer
<input type="text"/>	<input type="text"/>
Address	Phone
<input type="text"/>	<input type="text"/>
Period of Employment	Income Per Week (\$)
<input type="text"/>	<input type="text"/>

If Self Employed

Address	Phone / Fax
<input type="text"/>	<input type="text"/>
ACN	Business Reg No.
<input type="text"/>	<input type="text"/>
Lessor / Agent	Date Established
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Rental History: CURRENT

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Rental History: PREVIOUS

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Statement of Affordability

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Please Tick

C) You **MUST** provide the following **60 points**;

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- Current Bank Statement 20 points
- 4 Current Payslips
- or 20 points
- Current Centrelink Statement

D) Supporting Documentation, You **MUST** provide **40 points**;

- Passport 30 points
- Proof of Age Card 30 points
- Previous Tenancy Agreement 20 points
- Current Rental Ledger 20 points
- Previous 4 Rent Receipts 20 points
- Rental Bond Receipt 20 points
- Vehicle Registration papers 15 points
- Current Telephone Account 15 points
- Current Electricity Account 15 points
- Council or water rates 15 points
- Pension Card 15 points
- Health Care Card 15 points
- Medicare Card 10 points
- Birth Certificate 10 points

Tenancy Information Collection Agency Disclosure (TICA)

Dear Applicant,

Thank you for choosing Vision Property Sales for your rental needs. To process your interest in renting one of our available rental properties we require that you complete, and sign the attached documents and TICA statement and return them to our Property Manager along with copies of your ID etc for our office to begin a background check through TICA and process your application. By completing your application in full and providing your 100 points of identification, your application will be processed faster, saving you approval time. Thank you for your assistance in allowing us to process your application efficiently.

If you have any queries please feel free to contact our office on (02) 6654 8711 or email us at enquiries@visionpropertysales.com.au.

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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to disclosure of your personal information to TICA we cannot process your application.

Member Name: Vision Property Sales Pty Ltd
 Address: 49 Beach Street, Woolgoolga NSW 2456
 Phone / Fax: (02) 6654 8711 (Phone) / (02) 6654 8722 (Fax)
 Email: enquiries@visionpropertysales.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 of the property 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 persons 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 insurers 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 have 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 28 137 488 503) 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 payphone)
 Mail: TICA Public Enquiries, PO Box 120, CONCORD NSW 2137, A FEE OF \$14.30 also applies.

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 includes Name, Date of Birth, Drivers Licence Number, Proof of Age Card Number and or Passport Number (except Australian) and Address at the 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 are charged at \$5.45 per minute (higher from mobile or payphone). If your personal information is not provided to the TICA Group, the member may not proceed with assessing your application and you may not be able to be provided with the rental property.

Applicant 1 (print name)	Signature	Date
Applicant 2 (print name)	Signature	Date
Witness (print name)	Signature	Date

UTILITIES CONNECTION

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | | |
|-------------|-----------|------------|
| Electricity | Pay TV | Removalist |
| Gas | Phone | Truck Hire |
| Internet | Insurance | Cleaners |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services. We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in.

Please refer to Direct Connect's Terms & Conditions for further information. Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application. PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Applicant 1 Signature	Applicant 2 Signature	Date
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