



RESIDENTIAL TENANCY APPLICATION FORM

PROPERTY ADDRESS		
Weekly Rental \$	Lease Commencement Date	Preferred Lease Term months / years

APPLICANT 1 NAME IN FULL (Mr, Mrs, Miss, Ms, Dr)			
Date of Birth	Driver's Licence / Passport No	State/Country of Issue	Expiry Date
Home Phone No	Work Phone No	Mobile No	Vehicle Rego
Email Address		Type of Vehicle	

APPLICANT 2 NAME IN FULL (Mr, Mrs, Miss, Ms, Dr)			
Date of Birth	Driver's Licence / Passport No.	State/Country of Issue	Expiry Date
Home Phone No	Work Phone No	Mobile No	Vehicle Rego
Email Address		Type of Vehicle	

No. of occupants who will reside at the property -	ADULTS	CHILDREN	Ages of Children
No. of Pets	Type / Breed		Registration Numbers

CURRENT ADDRESS		
Period of Occupancy	Weekly Rent Paid \$	Reason for leaving
CURRENT AGENT / LANDLORD	Contact Name	Phone No



PREVIOUS ADDRESS		
Period of Occupancy	Weekly Rent Paid \$	Reason for leaving
CURRENT AGENT / LANDLORD	Contact Name	Phone No

CURRENT EMPLOYMENT DETAILS			
Current Employer		Position / Job Title	
Address			
Period of Employment	Income \$	Contact Name	Phone No
Additional Income \$		Type of Income / Benefit	

PREVIOUS EMPLOYMENT DETAILS			
Current Employer		Position / Job Title	
Address			
Period of Employment	Income \$	Contact Name	Phone No

ARE YOU SELF EMPLOYED???			Y <input type="checkbox"/>	N <input type="checkbox"/>
Company or Business Name				
Business Address				
Lessor / Agent		A.C.N or Business Registration No	Date Formed	
Accountant		Contact Name	Phone No	

EMERCENGY CONTACT	
Full Name	Contact Phone No
Address	

NEAREST RELATIVE NOT LIVING WITH YOU	
Full Name	Contact Phone No
Address	



1. Has your tenancy ever been terminated by a landlord or agent? YES / NO
 2. Have you ever been refused a property by any landlord or agent? YES / NO
 3. Are you in debt to another landlord or agent? YES / NO
 4. Have any deductions ever been made from your rental bond? YES / NO
 5. Is there any reason known to you that would affect your future rental payments? YES / NO
- If you have answered 'YES' to any of the above questions, please provide details

****WE REQUIRE 100 POINTS OF IDENTIFICATION WITH EACH APPLICATION****

Prior to any tenancy application being considered, each applicant is required to submit copies of sufficient identification which totals 100 points. Should you have difficulties in providing this identification, please advise us prior to completing.

PLEASE NOTE you must include at least one of the items marked with * next to the points.

DRIVER'S LICENCE / PASSPORT	30 points*	MOTOR VEHICLE REGO	15 points
PROOF OF AGE CARD	30 points*	BANK OR CREDIT CARD STATEMENTS	15 points (each)
PREVIOUS 4 RENT RECIEPTS	20 points	UTILITIES ACCOUNT/BILL Eg. Gas / Elec/ Phone	15 points (each)
TENANCY HISTORY LEDGER	20 points	PENSION OR HEALTH CARE CARD	15 points (each)
PREVIOUS TENANCY AGREEMENT	20 points	COUNCIL / WATER RATES	15 points
RENTAL BOND RECEIPT	20 points	BIRTH CERTIFICATE	10 points
PAY ADVICE	15 points	MEDICARE CARD	10 points

APPLICANT DECLARATION

I, the above mentioned applicant, declare that all information contained in this application is true and correct and provided of my own free will. I declare that I have inspected the premises and that I am not bankrupt.

I also declare the following:

1. I authorize the agent to contact any of the referees I have supplied in this application for verification of the information I have provided. I agree to allow the agent to photocopy the information supplied by me for their records. I authorize the agent to access any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
2. If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
3. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.
4. I acknowledge that this application is subject to the approval of the owner/landlord. Should my application be rejected, no legal action will be taken against the landlord.
5. I understand and agree that if my application is approved, all initial monies are to be paid to the agent in CASH. I understand that no keys for the property will be provided by the agent until all monies owed are PAID IN FULL.
6. I agree that upon acceptance of this application, this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and will be bound by the terms and conditions of the Tenancy Agreement.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

Applicant name

Applicant Name

Applicant Signature

Applicant Signature

Date

Date



PRIVACY ACKNOWLEDGEMENT FORM FOR TENANCY 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 the disclosure 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 can not process your application. As professional asset managers we collect personal information about you. The information we collect can be accessed by you by contacting us on the below details.

Member Name Central Coast Select Properties

Address 9/482 Pacific Highway, North Gosford NSW 2250

Phone 02 4324 8486 Fax 02 4337 6166 Email info@ccselect.com.au

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and if considered acceptable, to provide you with a Residential Tenancy Agreement.

In order to assess your application, we need to disclose your personal information to

- The Landlords / Owners for approval
- 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 tenancy application
- Other Real Estate Agents to assess the risk to our client/s

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to who may need to contact you for repairs and maintenance of the property.
- Tribunals and Courts who are seeking orders or remedies.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Debt Collection Agencies where Courts/Tribunals have been awarded.
- The Landlord/Owner's insurer in the event of an insurance claim.
- Other Agents/Landlords to provide future rental references.

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 tenant's personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may disclose to any of our databases. To obtain your personal information from TICA Default Tenancy Control Pty Ltd, proof of identity will be required and can be made by any of the following ways

Phone 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobiles or pay phones)

Mail TICA Public Inquiries PO BOX 120 CONCORD NSW 2137 at a fee of \$14.30

TICA Primary Purpose

TICA collects personal information from 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 organization for any other purpose other than assessing a tenancy application of risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA holds is as follows

Name, date of birth, driver's licence number, proof of age card and 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 Detail 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 their helpline 1902 220 346. 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.

Applicant name	Applicant Name
Applicant Signature	Applicant Signature
Date	Date
Witness	Witness