



Residential Tenancy Application

For your application to be processed you must answer all questions on all 4 pages

What is the address of the property you would like to rent?

Lease commencement date?

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Lease Term?

Years	Months
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

How many people will normally occupy the property?

Adults	Months	Pets
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

APPLICANT 1

1. Please give us your details

Mr Ms Miss Mrs Dr

Surname <input style="width: 90%;" type="text"/>	Given name/s <input style="width: 90%;" type="text"/>
--	---

Date of Birth <input style="width: 90%;" type="text"/>	Car registration no. & State <input style="width: 90%;" type="text"/>
--	---

Drivers licence/Passport no. <input style="width: 90%;" type="text"/>	Licence state/ Passport country <input style="width: 90%;" type="text"/>	Expiry Date <input style="width: 90%;" type="text"/>
---	--	--

Pension/Medicare no. (if applicable) <input style="width: 90%;" type="text"/>	Pension type (if applicable) <input style="width: 90%;" type="text"/>
---	---

Home phone no. <input style="width: 90%;" type="text"/>	Mobile phone no. <input style="width: 90%;" type="text"/>
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Work phone no. <input style="width: 90%;" type="text"/>	Email address <input style="width: 90%;" type="text"/>
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What is your current address?

APPLICANT 2

1. Please give us your details

Mr Ms Miss Mrs Dr

Surname <input style="width: 90%;" type="text"/>	Given name/s <input style="width: 90%;" type="text"/>
--	---

Date of Birth <input style="width: 90%;" type="text"/>	Car registration no. & State <input style="width: 90%;" type="text"/>
--	---

Drivers licence/Passport no. <input style="width: 90%;" type="text"/>	Licence state/ Passport country <input style="width: 90%;" type="text"/>	Expiry Date <input style="width: 90%;" type="text"/>
---	--	--

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---	---

Home phone no. <input style="width: 90%;" type="text"/>	Mobile phone no. <input style="width: 90%;" type="text"/>
---	---

Work phone no. <input style="width: 90%;" type="text"/>	Email address <input style="width: 90%;" type="text"/>
---	--

What is your current address?

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification, proof of income and a copy of a recent bank statement

You will need to reach 100 points of Identification

- | | | |
|--|-----------|--------------------------|
| Drivers Licence / Passport | 25 points | <input type="checkbox"/> |
| Reference from Previous Landlord/Agent | 25 points | <input type="checkbox"/> |
| Proof of age card / Student id card | 25 points | <input type="checkbox"/> |
| Last 4 Rent Receipts / Rent Ledger | 20 points | <input type="checkbox"/> |
| Recent Proof of Income (Pay Slip) | 15 points | <input type="checkbox"/> |
| Medicare card / Pension card / Credit Card | 10 points | <input type="checkbox"/> |
| Utility account / Council Rates Notice | 10 points | <input type="checkbox"/> |
| Motor Vehicle Registration | 10 points | <input type="checkbox"/> |

If you are unable to meet the 100 points, please speak to the Property Manager

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| Last 4 Rent Receipts / Rent Ledger | 20 points | <input type="checkbox"/> |
| Recent Proof of Income (Pay Slip) | 15 points | <input type="checkbox"/> |
| Medicare card / Pension card / Credit Card | 10 points | <input type="checkbox"/> |
| Utility account / Council Rates Notice | 10 points | <input type="checkbox"/> |
| Motor Vehicle Registration | 10 points | <input type="checkbox"/> |

If you are unable to meet the 100 points, please speak to the Property Manager

FREE Utilities Connection



MyConnect is a FREE and easy to use utility connection service

Phone: 1300 854 478
Fax: 1300 854 478
Email: enquiry@myconnect.com.au
Web: www.myconnect.com.au

Please select the utilities required:

Gas
 Electricity
 Phone
 Internet
 Pay TV

If this section is complete, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signed: _____

Date: _____

APPLICANT 1

2. How long have you lived at your current address?

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

How long did you live at this address? Years Months Was Bond refunded in full?

Why did you leave this address?

4. Please provide your employment details

What is your occupation? Full Time/Part Time/Casual?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name Phone no.

Length of employment Years Months Weekly income \$

5. Please provide your Previous employment details

Occupation?

Employer's name

Contact name Phone no.

Length of employment Years Months Weekly income \$

6. Contact in case of an emergency (not residing with you)

Surname Given name/s

Home no. Work/mobile

Relationship to you

APPLICANT 2

2. How long have you lived at your current address?

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

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Length of employment Years Months Weekly income \$

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Employer's name

Contact name Phone no.

Length of employment Years Months Weekly income \$

6. Contact in case of an emergency (not residing with you)

Surname Given name/s

Home no. Work/mobile

Relationship to you

APPLICANT 1

7. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

8. Please provide details of any pets:

Breed / type	Council registration / number
1. <input type="text"/>	

APPLICANT 2

7. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

re t e pets inside o tside please ir le

Breed / type	Council registration / number
2. <input type="text"/>	

9. Reference Request

To (company)

Tenants Name

Property Rented

1. Can you confirm the above tenant were/are lease holders?	YES	NO
2. If applicable, when is the rent currently paid to?	<input type="text"/>	
3. Date tenancy agreement commenced	<input type="text"/>	
4. Did your office terminate the tenancy?	YES	NO
5. Please confirm the weekly rent paid	<input type="text"/>	
6. Was the rent paid on time? If not - what was the maximum period of arrears?	YES	NO
	<input type="text"/>	
7. Please attach a copy of the rental ledger	YES	NO
8. During the tenancy was a termination notice ever issued?	YES	NO
9. Did you carry out periodic inspections?	YES	NO
10. Did the tenants take good care of the property?	YES	NO
11. Did you receive any complaints during the tenancy?	YES	NO
12. Did the tenants keep any pets at the property?	YES	NO
13. Did the tenants receive a full bond refund?	YES	NO
14. Out of 10 (1 being the worst, 10 being best) how was the property left?	<input type="text"/>	
15. Would you rent a property to the tenants again?	YES	NO

Additional Comments:

Signed by

Date

Applicants Signature:

Under no circumstances should you knock on the door, speak to the tenants or owners of these properties, as it is an invasion of their privacy. All inspections must be made through this office.

Any breach of this condition will automatically cancel your tenancy application. Gerard Smith First National Real Estate believes that the information obtained from external sources is correct but does not warrant or guarantee the accuracy of the information



**PUBLIC ENQUIRY
DEPARTMENT**

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute,
higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how 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. 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 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 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

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

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 28137 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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, 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____