

TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied. Each applicant must complete a separate application.

The property will not be held for you until the application has been approved and the first week's rent paid to our office has cleared.

OFFICE HOURS

Our office is open Monday – Saturday 9am to 5pm

PHOTO IDENTIFICATION

When returning your application, you MUST submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

- | | |
|--------------------------------|---|
| (50 pts) Previous Rent Ledgers | (20 pts) Min. 2 references from previous Agent/Lessor |
| (30 pts) Passport | (20 pts) Current Motor Vehicle Rego Papers |
| (30 pts) Driver's Licence | (10 pts) Copy of Telstra/Electricity/Gas account |
| (20 pts) Birth Certificate | (10 pts) Other Identification |

✓ ITEM
<input type="checkbox"/> Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport) Other
<input type="checkbox"/> Identification (Medicare card, bank card, pensioner card)
<input type="checkbox"/> Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
<input type="checkbox"/> Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
<input type="checkbox"/> Proof of income (Wage slips, Bank Statements, Employee Letter, Centrelink letter)
<input type="checkbox"/> Written References (Personal, Rental and Employment)

APPROVAL OF AN APPLICATION

If your application is approved, we will make an appointment with you at our office prior to moving into the property to sign a copy of your Tenancy Agreement, Bond lodgment form, Body Corporate By Laws (if applicable).

SECURING THE PROPERTY- PAYMENT of 1st week's rent

Once the application has been approved you will be required to pay a minimum of one week's rent to secure the property. Please note that this must be paid in cleared funds (cash, bank cheque or direct deposit). Personal cheques will not be accepted. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.



OFFICE USE ONLY

Application signed and all details complete Photocopy Tenants ID 100 point check

TICA Check: Listed Yes No Attach Approved: Yes No

Tenant Advised - request 1st weeks rent Enter tenant name & start date to computer

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full and signed or you application will not be processed.

RENTAL PROPERTY: _____

APPLICANT'S DETAILS

Name: _____ DOB: _____

Contact No. Home: _____ Work: _____ Mobile: _____

Email: _____ Fax: _____

Number of dependents to reside in property: _____ Total occupants: _____

Age of dependents: _____

Car registration: _____ Drivers Licence No. _____ Licence State: _____

Passport No. _____ 18+ Card No. _____ Other ID: _____

Number of cars to be kept at property: _____ Are all cars registered: Yes No

Pets (Check with Agent): Yes No Number: _____ Type & Breed: _____

Are the pets registered with the council: Yes No Are you a Smoker: Yes No

Full name of all persons other than applicant wishing to occupy the premises:

CURRENT RENTAL/ACCOMMODATION

Address: _____ Rented \$_____ per week Owned

Name of Real Estate Lessor or Agent if property sold: _____

Address: _____ Phone: _____

Period of occupancy ____/____/____ to ____/____/____

Reason of leaving: _____

Do you expect the bond to be refunded in full: Yes No - If no, why: _____

PREVIOUS RENTAL/ACCOMMODATION

Address: _____ Rented \$_____ per week Owned

Name of Real Estate Lessor or Agent if property sold: _____

Address: _____ Phone: _____

Period of occupancy ____/____/____ to ____/____/____

Reason of leaving: _____

Do you expect the bond to be refunded in full: Yes No - If no, why: _____

TERMS AND CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$ _____ per week. The rent to be paid is within my means and I agree to pay a bond of \$ _____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, persona references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first week's rent to secure the property. In this instance that being \$ _____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to you office. Upon communication of acceptance of this application by the agent I agreed that this tenancy is binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If you application is declined, your details will be held on file for 7 days. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ **DATE** _____

AGENT to witness _____ **DATE** _____

TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) 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 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the 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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

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.

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 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.

Agency Name: JL Property Co Pty Ltd

Tenant Current Address: _____

Phone: _____

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 Data Solutions 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 consider 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 several 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 Data Solutions 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 may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. 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

Name: _____

Signature: _____

Date: _____