

KELLY'S REAL ESTATE

APPLICATION FOR INSPECTION/TENANCY

PLEASE BE ADVISED THAT WE REQUIRE THE FOLLOWING ID TO ACCOMPANY THE APPLICATION:

Bank statement

Drivers licence or PC Photo ID card or Passport (Visa if required)

Payslip and/or Centrelink statement

Copy of rates notice if owner occupier Medicare card

**FORMS MUST BE COMPLETED PRIOR TO INSPECTIONS, AND MAY TAKE 48 HOURS TO PROCESS
ONE APPLICATION MUST BE COMPLETED PER PERSON TO OCCUPY THE PROPERTY. A SEPARATE
APPLICATION IS REQUIRED FOR EACH PERSON OVER 18 YEARS.**

ADDRESS OF PREMISES/S APPLIED FOR: _____

Mr/Mrs/Miss/Ms SURNAME: _____ GIVEN NAMES: _____

PRESENT ADDRESS: _____

DATE OF BIRTH: _____ DRIVERS LICENCE NO: _____ VEHICLE REG. NO: _____

PHONE: (H) _____ (W) _____ (FAX) _____

(M) _____ (EMAIL) _____

OCCUPATION: _____ EMPLOYERS NAME: _____

BUSINESS ADDRESS: _____ PHONE NO: _____

PERIOD OF EMPLOYMENT: _____ CONTACT PERSON: _____

PREVIOUS EMPLOYER: _____ PHONE: _____

PERSONAL REFERENCES: 1 _____ PHONE: _____

2 _____ PHONE: _____

IN CASE OF EMERGENCY NAME, ADDRESS & PHONE NUMBER OF RELATIVE NOT LIVING WITH YOU
(MUST PROVIDE FULL DETAILS):

NAME: _____ ADDRESS: _____ PH: _____

NUMBER OF PERSONS TO OCCUPY THE PROPERTY: Adults ____ Children ____ Please list names of adults:

Name: _____ Phone: _____ (Sep Application required)

Name: _____ Phone: _____ (Sep Application required)

PETS: YES/NO NUMBER ____ & TYPE: _____

LANDLORD OR AGENT OF **PRESENT** PROPERTY: _____ PHONE: _____

HOW LONG AT **PRESENT** ADDRESS: _____ CURRENT RENT PAID: \$ _____

ADDRESS OF **LAST** PREMISES RENTED: _____

LANDLORD OR AGENT OF **LAST** PROPERTY: _____ PHONE: _____

TERM OF LEASE AT **LAST** ADDRESS: FROM: __/__/__ TO: __/__/__ RENT PAID: \$ _____

ADDRESS OF PREVIOUS PREMISES RENTED: _____

LANDLORD OR AGENT OF PREVIOUS PROPERTY: _____ PHONE: _____

TERM OF LEASE AT PREVIOUS ADDRESS: FROM: __/__/__ TO: __/__/__ RENT PAID: \$ _____

TICA DEFAULT TENANCY CONTROL PTY LTD

- To process your application, you are requested to answer all questions below to the best of your ability. Any false information provided could jeopardise your application.
- The completion of this annexure does not constitute an offer and acceptance.
- Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring.

- 1 Have you ever been evicted by any Landlord or Agent? If yes, please give details _____
- 2 Have you ever been refused another property by a Landlord or Agent? If yes, please give details: _____
- 3 Are you in debt to another Landlord or Agent? If yes, please give details: _____
- 4 Is there is any reason known to you that would effect rental payments? If yes, please give details: _____

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how Kelly's Real Estate handles your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to make disclosures 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.

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 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

TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

Secondary Purpose

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

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide 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 carry out our duties as an asset manager, therefore cannot provide you with the property you requested to rent.

Signed By the Applicant/s

Signature

Print Name

Date

TICA Statement

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. 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

Phone: 190 222 0346 calls are charged at \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

The personal information that TICA may hold includes name, date of birth, drivers license number, proof of age card number and passport number (except Australian), comments made by a member of TICA in relation to your tenancy, which members you rented through and applied to.

Further Information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au or by contacting TICA on 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from mobile and pay phones)

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.

Signed By the Applicant/s

Signature

Print Name

Date