



TICA APPLICATION CHECKLIST

PROPERTY ADDRESS: _____

SUBURB: _____

DATE: _____

In order to process this application, all questions must be answered completely. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/we, the said applicant/s, declare that all the information contained in this application is true and correct, and that the information has been provided of my/our own freewill. I/we further authorize the agent to contact any of the referees or references supplied by myself/us in the application for verification of the details provided.

I/we declare the following:

1. I/we have inspected the above property on the _____ day of _____.
2. I/we wish to apply to rent the above property for a period of _____ months commencing on the _____.
3. I/we agree that the rent is \$_____ per week/fortnight/month and that the rental bond is \$_____. My bond will be funded by –
 - My own resources ()
 - Bond loan () – State the name of the lender:

 - Other () – Please state details:

4. I/we the applicants declare that I/we are not bankrupt and that I/we have not entered into any scheme or arrangement for payment of monies to creditors. I/we declare that I/we are not paying off any previous rental debt.

5. I/we authorize the agent to access and check any information that maybe be listed on myself/us with the TICA default tenancy database and any other tenancy database that may be available.
6. I/we agree and understand that in the event of this application being declined there is no requirement by law for the agent to disclose to myself/us any reason for such unsuccessfulness.
7. I/we agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur at the end of the tenancy with TICA default tenancy databases and any other database, which may be available. I/we understand that in the event of default being reported to TICA default tenancy database, the removal of such information is subject to the guidelines of database companies.
8. I/we agree that in the interest of security and staff safety, Yong Property Management is a cashless business and we will require all initial bond monies to be paid in the form of an Australia Post Money Order or bank cheque. Subsequent rental payments can be made by Ezi Payment Solutions, Rentmate, Australia Post Money Order (both Australia Post Money orders and cheques are to be posted or brought to the office by the rent due date).
9. I/we agree that no keys for the property will be provided by the agent to myself/us until such time as all monies owed are paid in full in accordance with clauses and above.
10. I/we agree that I/we will abide by the policies of the office of the agent as may be provided to myself/us in relation to this tenancy.
11. I/we agree to allow the agent to photocopy the information supplied by myself/us for their records.
12. I/we agree that upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both the landlord and the tenant. I/we further agree that I/we will sign the tenancy agreement, and be bound by the terms and conditions of the tenancy agreement.
13. I/we are to provide Yong Property Management with a six digit password for the interest of privacy. This password may be used within my/our tenancy and be required to gain personal information about the tenancy. This password is to be provided upon application if requested.

Applicants Name:

Applicants Signature:

Witness:

Applicants Name:

Applicants Signature:

Witness:

APPLICANT ONE

PERSONAL DETAILS –

FULL NAME – _____

Date of birth – _____

Drivers Licence number – _____

Passport number – _____

18+ Card number – _____

Home phone number – _____

Work phone number – _____

Mobile phone number – _____

Email – _____

RESIDENTIAL HISTORY

Current address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

IF LESS THAN 3 YEARS PLEASE COMPLETE THE

FOLLOWING –

1. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

2. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

APPLICANT TWO

PERSONAL DETAILS –

FULL NAME – _____

Date of birth – _____

Drivers Licence number – _____

Passport number – _____

18+ Card number – _____

Home phone – _____

Work phone – _____

Mobile phone number – _____

Email – _____

RESIDENTIAL HISTORY

Current address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

IF LESS THAN 3 YEARS PLEASE COMPLETE THE

FOLLOWING –

1. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

2. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

INCOME/EMPLOYMENT DETAILS –

(Note – A statement of current income and employment status will be required as part of this application including Centrelink and child support payments)

Occupation – _____

Employer – _____

Full/part time or casual – _____

Employers address – _____

Phone number (business hours) – _____

Name of contact person – _____

Phone number (business hours) – _____

Gross weekly income – _____

Period with current employer – _____

IF LESS THAN 3 YEARS PLEASE COMPLETE THE FOLLOWING –

Previous employer – _____

Employers address – _____

Phone number (business hours) – _____

Name of contact person – _____

Phone number (business hours) – _____

Gross weekly income – _____

Period with previous employer – _____

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING –

Registered name of business – _____

Type of industry/business – _____

Business address – _____

ABN number – _____

Name of accountant – _____

Phone number (business hours) – _____

NAME OF RELATIVES OR OTHER PERSONS TO CONTACT IN CASE OF AN EMERGENCY AND REFEREE (CANNOT BE YONG STAFF) -

1. Name – _____

Address – _____

Phone number – _____

Relationship – _____

2. Name – _____

Address – _____

Phone number – _____

Relationship – _____

INCOME/EMPLOYMENT DETAILS –

(Note – A statement of current income and employment status will be required as part of this application including Centrelink and child support payments)

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Phone number (business hours) – _____

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1. Name – _____

Address – _____

Phone number – _____

Relationship – _____

2. Name – _____

Address – _____

Phone number – _____

Relationship – _____

CHILDREN OR DEPENDENTS WISHING TO RESIDE AT PREMISES –

- 1. Name – _____
Date of birth – _____
- 2. Name – _____
Date of birth – _____
- 3. Name – _____
Date of birth – _____
- 4. Name – _____
Date of birth – _____
- 5. Name – _____
Date of birth – _____

PETS TO BE KEPT AT PROPERTY –

Type – _____
Period of ownership – _____
Registration no. with local authority (if applicable) – _____

Type – _____
Period of ownership – _____
Registration no. with local authority (if applicable) – _____

Type – _____
Period of ownership – _____
Registration no. with local authority (if applicable) – _____

Type – _____
Period of ownership – _____
Registration no. with local authority (if applicable) – _____

VEHICLES TO BE KEPT AT PROPERTY –

Type and model – _____
Registration no. – _____

Type and model – _____
Registration no. – _____

CHILDREN OR DEPENDENTS WISHING TO RESIDE AT PREMISES – (DO NOT LIST IF SAME AS APPLICANT ONE)

- 1. Name – _____
Date of birth – _____
- 2. Name – _____
Date of birth – _____
- 3. Name – _____
Date of birth – _____
- 4. Name – _____
Date of birth – _____
- 5. Name – _____
Date of birth – _____

PETS TO BE KEPT AT PROPERTY –

Type – _____
Period of ownership – _____
Registration no. with local authority (if applicable) – _____

Type – _____
Period of ownership – _____
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Registration no. with local authority (if applicable) – _____

VEHICLES TO BE KEPT AT PROPERTY –

Type and model – _____
Registration no. – _____

Type and model – _____
Registration no. – _____

TENANCY HISTORY - Please circle the correct answer. If any question is answered "yes", please state the details –

Have you ever been evicted by any lessor or agent?

Yes/No

Details – _____

2. Have you ever been refused another property by any lessor or agent?

Yes/No

Details – _____

3. Are you in debt to another lessor or agent?

Yes/No

Details – _____

4. Is there any reason known to you that might affect your rental payments, now or in the future?

Yes/No

Details – _____

5. Was your rental bond at your last address refunded in full?

Yes/No

If no, what deductions were made?

TENANCY HISTORY - Please circle the correct answer. If any question is answered "yes", please state the details –

Have you ever been evicted by any lessor or agent?

Yes/No

Details – _____

2. Have you ever been refused another property by any lessor or agent?

Yes/No

Details – _____

3. Are you in debt to another lessor or agent?

Yes/No

Details – _____

4. Is there any reason known to you that might affect your rental payments, now or in the future?

Yes/No

Details – _____

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Yes/No

If no, what deductions were made?

Privacy Act Acknowledgement form for tenant applicants & approved Occupants

This form provides information about how we handle your personal information, as required by the National Privacy Principles in *Privacy Act 1988*, and seeks your consent to disclose to the TICA group of companies (TICA) in specific circumstances, Agents for rental history checks and Employers to confirm employment details.

Member Name: Yong Internationals Pty Ltd T/As Yong Real Estate
Address: Shop 5/223 Calam Rd, Sunnybank Hills
Phone: 3373 9868 Fax: 33739831
Email: rentals@yong.com.au

Primary Purpose

- 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 confirm rental history
- Confirm Employment details

Secondary Purpose

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

- Trade 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 even of an insurance claim
- Future rental references to other asset managers / owners

Applicants Personal Information Consent – Applicant One

I, the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

Applicants Personal Information Consent – Applicant Two

I, the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

NOTICE TO ALL TENANCY APPLICANTS

100 POINTS OF IDENTIFICATION

Prior to any Tenancy Application being considered **each applicant** is required to produce sufficient identification which totals 100 points. Should you have any difficulties in providing this identification, please advise us prior to completing.

DRIVERS LICENCE	30 POINTS*
PASSPORT	30 POINTS*
PROOF OF AGE CARD	30 POINTS*
PREVIOUS TENANCY AGREEMENT	20 POINTS
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY SLIPS X 3/CENTRELINK STATEMENT/PROFIT & LOSS	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK OR CREDIT CARD STATEMENT (STATEMENT MUST HAVE NAME AND CURRENT ADDRESS)	15 POINTS
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
CENTRELINK HEALTH CARE CARD	15 POINTS
STUDENT IDENTIFICATION CARD	15 POINTS
MEDICARE CARD	10 POINTS
MEDIBANK PRIVATE CARD	10 POINTS
MBF CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS
AUSTRALIAN CITIZENSHIP CERTIFICATE	10 POINTS

NOTE – All applicants must have at least one of the items listed with a “*” next to the points listed.

Pay slips x 3/centrelink statements/profit & loss statements are compulsory when submitting application.