

Rance Blamey Pty Ltd T/as Rance Property  
ACN 112 828 190  
The 'Old Post Office'  
122 Kenthurst Rd/ PO Box 165  
Kenthurst NSW 2156  
T: 02 9654 1311  
F: 02 9654 1322  
E: [madison@ranceproperty.com.au](mailto:madison@ranceproperty.com.au)



**RANCE**  
*Property*

## APPLICATION FORM

Please complete and sign the application form following, you can return via email, fax, post or hand delivery.

Please remember to attach your 100 points of identification being **3** of the following:

- DRIVERS LICENCE (FRONT & BACK)
- PASSPORT
- MEDICARE CARD
- BANK CARD
- BIRTH CERTIFICATE
- 18+ CARD
- HEALTH CARE CARD
- PENSIONER CARD

Please also include **4** of the following supporting documents:

- RECENTLY PAID BILL
- RATES NOTICE (IF HOME OWNER)
- TENANT LEDGER
- 3 PAYSLEIPS
- CENTRELINK INCOME STATEMENT
- BANK STATEMENT
- INVESTMENT INCOME STATEMENTS

Please note, failure to provide all relevant information and sufficient supporting documentation will delay processing times and will reduce the success of your application.

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PROPERTY APPLYING FOR: \_\_\_\_\_

Rent: \_\_\_\_\_ Start Date: \_\_\_\_\_ Lease Period: \_\_\_\_\_

Pets, Type: \_\_\_\_\_ No. Of Adults: \_\_\_\_\_ No. Of Children & Ages: \_\_\_\_\_ - \_\_\_\_\_

Smoker: Yes  No

### APPLICANT 1

Title: Mr/Mrs/Miss/Ms Other: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: H) \_\_\_\_\_ M) \_\_\_\_\_ W) \_\_\_\_\_ F) \_\_\_\_\_

Email: \_\_\_\_\_

Vehicle Reg. No.: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Drivers Licence State: \_\_\_\_\_

### NEXT OF KIN – (Person not living with you)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: H) \_\_\_\_\_ M) \_\_\_\_\_ W) \_\_\_\_\_ F) \_\_\_\_\_

Email: \_\_\_\_\_

### CURRENT TENANCY DETAILS

Current Address: \_\_\_\_\_

Length of time at address: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_

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### PREVIOUS TENANCY DETAILS

Previous Address: \_\_\_\_\_  
\_\_\_\_\_

Length of time at address: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_

### CURRENT EMPLOYMENT DETAILS

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Employment Type: FT / PT / Casual / Contract

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_

Wage (Net): \_\_\_\_\_ Wage Frequency: Wkly / Ftnly / Mthly

### PREVIOUS EMPLOYMENT DETAILS

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Employment Type: FT / PT / Casual / Contract

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_

Wage (Net): \_\_\_\_\_ Wage Frequency: Wkly / Ftnly / Mthly

### SELF EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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ABN: \_\_\_\_\_ Company Trading Since: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_ M) \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Accountant Address: \_\_\_\_\_

\_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_ M) \_\_\_\_\_

**INCOME**

Net Weekly Employment Income: \$ \_\_\_\_\_

Net Weekly income from other sources: \$ \_\_\_\_\_

Other Sources of Income (please provide supporting documents): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Net Weekly Income: \$ \_\_\_\_\_

**REFEREES:**

**Employment Referee (1):** \_\_\_\_\_

Position Held: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_ M) \_\_\_\_\_

**Employment Referee (2):** \_\_\_\_\_

Position Held: \_\_\_\_\_

Phone: W) \_\_\_\_\_ F) \_\_\_\_\_ M) \_\_\_\_\_

**Personal Referee (2):** \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_

**Personal Referee (1):** \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_

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## HOLDING DEPOSIT

A Holding Deposit of one week's rent is required to be paid to the agent once the tenant's application has been approved – HOLDING DEPOSITS WILL NOT BE ACCEPTED PRIOR TO APPROVAL.

The deposit fee is equivalent to one week's rent to reserve the property from the date the application has been approved for 1 week following the approval. Any delay in start date past the initial week will be at the discretion of the landlord.

The Agent undertakes that:

- No other deposit fee has been received for the property.
- The whole fee will be refunded if the landlord decides not to enter into a Residential Tenancy Agreement with the applicant during the time the property is reserved.
- The fee will not be refunded if the applicant decides not to enter into a Residential Tenancy Agreement with the Landlord for the property; the fee will be forfeited to the agent.
- If a Residential Tenancy Agreement is entered into with the Applicant the fee will be applied in full towards rent for the property.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the property is not let or otherwise occupied during the holding period, the landlord will retain a portion or all of the holding fee representing the rent that would have been paid during the holding deposit period (based upon the proposed rent), with the remainder, if any, is to be refunded.

I have read, agreed to and understood all of the above terms and conditions.

SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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### PRIVACY DISCLOSURE STATEMENT

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal Information collected about the Applicant in this application and during the course of the tenancy if the application is successful, may be disclosed for the purpose for which it was collected to other parties, including the landlord, referees, government authorities, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators or tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

### CONSENT

I, the Applicant acknowledge that I have read and understood the Privacy Disclosure Statement. I authorise the Agent, Rance Property, to collect information about me from:

- My previous letting agents and/or landlords;
- My Personal and/or Employment referees;
- The information I the applicant have provided;
- Any Tenancy Default Database, which may contain personal information about me. I also authorise the agent to disclose details about any defaults by me under the tenancy to which the application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)

I authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, strata agents, other agents, and tenancy default databases.

APPLICANTS SIGNATURE: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENTS SIGNATURE: \_\_\_\_\_

AGENTS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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### DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent, Rance Property. Should this application be approved, I acknowledge that I will be required to pay the following amounts by **DIRECT DEPOSIT OR BANK CHEQUE ONLY**:

\$\_\_\_\_\_rent per week, or \$\_\_\_\_\_rent per calendar month

Two weeks of rent in advance \$\_\_\_\_\_

Rental Bond (4 weeks rental) \$\_\_\_\_\_

Less Reservation/holding fee (if applicable) \$\_\_\_\_\_

Total payable on lease signing \$\_\_\_\_\_

I acknowledge that this application is subject to the approval of the owner. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the property and am satisfied with the current condition and cleanliness of the property.

**I understand that CASH OR PERSONAL CHEQUES WILL NOT BE ACCEPTED.**

**I agree that the initial and all further payments will be made via DIRECT DEBIT or BANK CHEQUE.**

APPLICANTS SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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## 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 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 28137 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 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 any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)  
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

## 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, 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.

## Further Information about TICA

Full details about TICA including its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

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.



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### 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 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.

Agency Name: Rance Blamey Pty Ltd T/AS Rance Property  
(Herein referred to as the "Agent")

Address: 122 Kenthurst Road, Kenthurst NSW 2156

Phone: 02 9654 1311 Fax: 02 9654 1322

Email: madison@ranceproperty.com.au

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 Default Tenancy Control 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 take into account 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 a number of 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 Default Tenancy Control 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 maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. 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/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_