



Tenancy Application Form

Thank you for choosing Valla Real Estate. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from their nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes, plus proof of income & proof of current address.
3. This application is for one or two applicants.
4. If the application is approved, you will be required to provide the first 2 weeks rent and the Bond is to be paid directly to the Department of Fair Trading. You will be notified by Dept Fair Trading thereafter.
5. When this form has been completed, please email to propertymanager@vallarealestate.com.au plus any documentation required to complete your application

Applicants details:

Applicant 1 name

Applicant 2 name

current address—(if rented, Agency's Name)

Work phone

Mobile phone

Email address

Personal details:

Date of birth

Drivers Licence number

Drivers Licence state of issue

Passport number

Country of issue

Number of vehicles

Rental Property Required:

Tenancy to Commences

Rental \$.....per week

Property address

I/we the under signed of the above mentioned address give permission for my/our current real estate agent/landlord information about my/our rental history that is required by Valla Real Estate to support my/our application on the rental property that I/we have applied for.

This information includes faxing a full rental ledger to Valla Real Estate on 02 6569 5567

signed

dated

This office is a member of TICA (Tenancy Information Centre of Australasia) All applications will be checked through the TICA database and registered applicants will be declined. Before the application can be considered, each applicant must achieve a minimum of 100 check points as per the following scale.

signed

dated

**The following information & documentation is required by each applicant
100 Points of Identification Check**

DOCUMENTS	POINT
Primary documents <ul style="list-style-type: none"> • Birth Certificate • Birth card issued by the NSW Registry of Births Deaths & Marriages • Citizenship Certificate • Current Australian Passport • Expired Australian Passport which has not been cancelled & was current within the preceding 2 years • Current passport from another country or diplomatic documents 	70
Secondary documents—must have a photograph & a name. <ul style="list-style-type: none"> • Current driver photo licence issued by an Australian state or territory • Adult proof of age photo card issued by an Australian State or Territory • Identification card issued to a public employee • Identification card issued to a student at a tertiary education institution 	40
Document—must have name & address <ul style="list-style-type: none"> • Council rates notice • Document from current employer or previous employer within the last 2 years 	35
Document—must have name <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Current credit card • Foreign driver's licence • Medicare card • EFTPOS card • Current telephone, water, gas or electricity bill • Lease/rent Agreement • Rent receipt from a licensed real estate agent 	25
PROOF OF CURRENT ADDRESS	
Utility statements (no greater than 6 months old) or Council rates notice	
PROOF OF INCOME	
3x previous pay slips or Bank statement or If self-employed—tax returns & business registration	

APPLICANT 1 : Annexure

PART A:

1. To process your application you are requested to answer all questions to the best of your knowledge. Any false information provided could jeopardize your application.
2. The completion of the annexure does not constitute an offer or acceptance.

PART B:

1. Have you ever been evicted by any Landlord or agent? Yes/No

If yes, give details? _____

2. Have you ever been refused another property by a Landlord or Agent? Yes/No

If yes, give details? _____

3. Are you in debt to another Landlord or Agent? Yes/No

If yes, give details? _____

4. Were any deductions made from your Rental Bond at your last address? Yes/No

If yes, give details? _____

CONFIRMATION

I confirm the following:

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true & correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months at a rental of \$ per week.

I undertake to pay the monies detailed below by transferring funds to Valla Real Estate Rental Trust Account prior to signing the Residential Tenancy Agreement.

Statement of costs:

Rental Bond

\$

Rent in Advance (2 weeks Rent)

\$

TOTAL

\$

Lodge Bond Online ☐ yes ☐ No

If a Holding Fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord
2. The Holding Fee of \$....., is equivalent to one week's rent to reserve the premises in favour of you for the period of 72 hours
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received for any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises
5. That should the applicant decide not to proceed, the landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

Valla Real Estate Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

Applicants signatures

dated

Agents signature

dated

APPLICANT 2 : Annexure

PART A:

1. To process your application you are requested to answer all questions to the best of your knowledge. Any false information provided could jeopardize your application.
2. The completion of the annexure does not constitute an offer or acceptance.

PART B:

1. Have you ever been evicted by any Landlord or agent? Yes/No

If yes, give details? _____

2. Have you ever been refused another property by a Landlord or Agent? Yes/No

If yes, give details? _____

3. Are you in debt to another Landlord or Agent? Yes/No

If yes, give details? _____

4. Were any deductions made from your Rental Bond at your last address? Yes/No

If yes, give details? _____

CONFIRMATION

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2. To prepare a Residential Tenancy Agreement for the premises.

Applicants signatures

dated

Agents signature

dated

APPLICANT - 1:

Title:	Surname:		Given Names:	
DOB:	Licence # & State:		Vehicle Registration:	
Current Address:		How Long:		
Mobile:	Email:			
Current Agent/Landlord:		Telephone:		
Current rent per week:		Paid to Date:		
Last Address:		How Long:		
Last Agent/Landlord:		Telephone:		
Previous Address:		How Long:		
Previous Agent/Landlord:		Telephone:		
Current Occupation:		How Long:		
Current Employer:		Net Weekly Pay:		
Address:		Telephone:		
Previous Employer:		Contact:		
How Long:		Telephone:		
Number of persons to occupy the premises:		_____	being _____	Adults & _____ Children under 18
Next of Kin:		Telephone N°s:		
Address:				
Pets:	<u>Yes/No</u>	How many:	Dogs _____	Breed _____ Cats _____ Birds _____

APPLICANT - 2:

Title:	Surname:		Given Names:	
DOB:	Licence # & State:		Vehicle Registration:	
Current Address:		How Long:		
Mobile:	Email:			
Current Agent/Landlord:		Telephone:		
Current rent per week:		Paid to Date:		
Last Address:		How Long:		
Last Agent/Landlord:		Telephone:		
Previous Address:		How Long:		
Previous Agent/Landlord:		Telephone:		
Current Occupation:		How Long:		
Current Employer:		Net Weekly Pay:		
Address:		Telephone:		
Previous Employer:		Contact:		
How Long:		Telephone:		
Next of Kin:		Telephone N°s:		
Address:				

PRIVACY ACT 1988 COLLECTION NOTICE

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 to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 that 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 of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent hold, they can do so by contacting:

Valla Real Estate at 33 Valla Beach Road, Valla Beach

Or by telephone 02 6569 5690, or fax 02 6569 5567 or email info@vallarealestate.com.au

PRIVACY ACT 1988 ACKNOWLEDGEMENT FORM

This form provides information about how Valla Real Estate handles your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to 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. 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 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

We 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

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
- 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
- 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 our TICA Virtual Manager System, which will allow the us 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 application is not a listing on the TICA Tenancy History database. This information is information that would be available to us on a truthfully completed tenancy application form.

PRIVACY ACT 1988 ACKNOWLEDGEMENT FORM (Cont'd)

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 Australian Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 87 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to :

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 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.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Signed By The Applicant/s

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date