

## APPLICATION FOR TENANCY

You will need to print out this form and once completed, send by post or scan and email to [office@atlas.com.au](mailto:office@atlas.com.au)  
PROPERTY ADDRESS (insert address)

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THIS APPLICATION IS MADE ON THE       /      / 20

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

I the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees supplied by me in this application for verification.

I declare the following

- 1 I inspected the above property on the       /      / 20
- 2 I wish to apply to rent this property for a period of 12 Months commencing on TBA
- 3 I agree that the rent is \$       per week and that the rental bond is \$
- 4 I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
- 5 I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database that may be available.
- 6 I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
- 7 I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- 8 I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by EFT or by BANK CHEQUE
- 9 I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
- 10 I agree that I/we will abide by the policies of the Agency as may be provided to me in relation to this tenancy and will pay a non refundable deposit of one week's rent upon my application being approved.
- 11 I agree that for my application to be processed, it must be completed in full along with copies of the requested 100 point ID. **OUR OFFICE DOES NOT PROVIDE PHOTOCOPYING.**
- 12 I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement. If you do not hear back from our office within 3 business days of your application being received, it means your application was unsuccessful. In the event that your application is not successful, please tick this box  if you would like us to keep your application on file.

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Applicants Signature

  
Agents Signature

**APPLICANT (1) NAME**

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_  
D.O.B \_\_\_\_\_ D/L \_\_\_\_\_ PASSPORT \_\_\_\_\_  
STATE \_\_\_\_\_ LAST SUBURB \_\_\_\_\_

**APPLICANTS CONTACT NUMBERS**

(H.) \_\_\_\_\_ (W.) \_\_\_\_\_ (M.) \_\_\_\_\_  
EMAIL \_\_\_\_\_

**VEHICLE**

TYPE \_\_\_\_\_  
REGO \_\_\_\_\_ OWNED or FINANCED \_\_\_\_\_

**NUMBER OF OCCUPANTS**

ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_ AGES \_\_\_\_\_

**OCCUPATION (CURRENT EMPLOYER)**

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_ CONTACT \_\_\_\_\_  
PERIOD OF EMPLOYMENT \_\_\_\_\_

**OCCUPATION (PREVIOUS EMPLOYER)**

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_ CONTACT \_\_\_\_\_  
PERIOD OF EMPLOYMENT \_\_\_\_\_

**OTHER INCOME**

ADDITIONAL INCOME or BENEFITS RECEIVED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**PETS**

PETS OWNED \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_  
REGISTERED YES / NO (please circle) APPROX WEIGHT \_\_\_\_\_

**PRESENT ADDRESS**

AGENT / LANDLORD \_\_\_\_\_  
PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ per week  
ADDRESS \_\_\_\_\_  
BOND \$ \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**PREVIOUS ADDRESS**

AGENT / LANDLORD \_\_\_\_\_  
PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ per week  
ADDRESS \_\_\_\_\_  
BOND \$ \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**PERSON TO CONTACT IN EMERGENCY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**NEAREST RELATIVE NOT LIVING WITH YOU**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

If self employed evidence will be required such as Tax or Annual Returns, please advise of details-

**COMPANY OR BUSINESS**

COMPANY or BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
LESSOR / AGENT \_\_\_\_\_  
ACN or BUSINESS REGISTRATION NUMBER \_\_\_\_\_ DATE FORMED \_\_\_\_\_  
ACCOUNTANT \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**APPLICANT (2) NAME**

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_  
D.O.B \_\_\_\_\_ D/L \_\_\_\_\_ PASSPORT \_\_\_\_\_  
STATE \_\_\_\_\_ LAST SUBURB \_\_\_\_\_

**APPLICANTS CONTACT NUMBERS**

(H.) \_\_\_\_\_ (W.) \_\_\_\_\_ (M.) \_\_\_\_\_  
EMAIL \_\_\_\_\_

**VEHICLE**

TYPE \_\_\_\_\_  
REGO \_\_\_\_\_ OWNED or FINANCED \_\_\_\_\_

**NUMBER OF OCCUPANTS**

ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_ AGES \_\_\_\_\_

**OCCUPATION (CURRENT EMPLOYER)**

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_ CONTACT \_\_\_\_\_  
PERIOD OF EMPLOYMENT \_\_\_\_\_

**OCCUPATION (PREVIOUS EMPLOYER)**

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_ CONTACT \_\_\_\_\_  
PERIOD OF EMPLOYMENT \_\_\_\_\_

**OTHER INCOME**

ADDITIONAL INCOME or BENEFITS RECEIVED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**PETS**

PETS OWNED \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_  
REGISTERED YES / NO (please circle) \_\_\_\_\_ APPROX WEIGHT \_\_\_\_\_

**PRESENT ADDRESS**

AGENT / LANDLORD \_\_\_\_\_  
PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ per week  
ADDRESS \_\_\_\_\_  
BOND \$ \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**PREVIOUS ADDRESS**

AGENT / LANDLORD \_\_\_\_\_  
PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ per week  
ADDRESS \_\_\_\_\_  
BOND \$ \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**PERSON TO CONTACT IN EMERGENCY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**NEAREST RELATIVE NOT LIVING WITH YOU**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

If self employed evidence will be required such as Tax or Annual Returns, please advise of details-

**COMPANY OR BUSINESS**

COMPANY or BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
LESSOR / AGENT \_\_\_\_\_  
ACN or BUSINESS REGISTRATION NUMBER \_\_\_\_\_ DATE FORMED \_\_\_\_\_  
ACCOUNTANT \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**PERSONAL DETAILS CONTINUED**

**The following questions must be answered**

- |    |  |          |
|----|--|----------|
| 1. | Has your tenancy ever been terminated by a landlord or agent   | Yes / No |
|    | If yes give details _____  |          |
| 2. | Have you ever been refused a property by any 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. | Have any deductions ever been made from your rental bond   | Yes / No |
|    | If yes give details _____  |          |
| 5. | Is there any reason known to you that would effect your future rental payments   | Yes / No |
|    | If yes give details _____  |          |
| 6. | I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy. |          |

**OFFICE USE ONLY**

|              |          |   |                          |
|--------------|----------|---|--------------------------|
| RENT         | \$ _____ | EMPLOYMENT DETAILS CONFIRMED              | <input type="checkbox"/> |
| BOND         | \$ _____ | PREVIOUS AGENTS or LANDLORDS              | <input type="checkbox"/> |
| OTHER        | \$ _____ | 100 POINT CHECKLIST PASSED                | <input type="checkbox"/> |
| TOTAL        | \$ _____ | TICA CHECK COMPLETED BY PHONE or INTERNET | <input type="checkbox"/> |
| LESS DEPOSIT | \$ _____ | LANDLORD CONTACTED                        | <input type="checkbox"/> |
| OWING        | \$ _____ | ACCEPTED                                  | <input type="checkbox"/> |
|              |          | REJECTED                                  | <input type="checkbox"/> |

**TICA CHECK DETAILS**

| APPLICANT NAME | METHOD         | RESULTS              |                          |
|----------------|----------------|----------------------|--------------------------|
|                | INTERNET CHECK | NO INFORMATION FOUND | <input type="checkbox"/> |
|                |                | INFORMATION FOUND    | <input type="checkbox"/> |

**NOTES:**

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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 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.

Member Name ATLAS REALTY

Postal Address PO BOX 23, MELTON VIC 3337

Ph 9743 4199 Office 9743 2199 Rentals

Email office@atlas.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

### *Primary Purpose*

Before a tenancy 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

### *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 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.

### *TICA Statement*

As TICA may collect personal information about you, the following information about TICA 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 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 \$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 \$14.30

### *Primary Purpose*

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. 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.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

### *Further Information About TICA*

Full details about TICA 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 TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 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

\_\_\_\_\_  
Witnessed

# Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

**Applicants name** \_\_\_\_\_

**Address of property** \_\_\_\_\_

**Weekly rent** \_\_\_\_\_ **Rental bond** \_\_\_\_\_

| <b>Income</b>              | <b>weekly amounts</b> |
|----------------------------|-----------------------|
| Applicants income per week | \$ _____              |
| Government benefits        | \$ _____              |
| <b>Total income</b>        | <b>\$</b> _____       |

| <b>Liabilities</b>              | <b>weekly amounts</b> |
|---------------------------------|-----------------------|
| Car payments                    | \$ _____              |
| Outstanding rental debts        | \$ _____              |
| Credit card/store card payments | \$ _____              |
| Personal loans                  | \$ _____              |
| Taxation                        | \$ _____              |
| School fees                     | \$ _____              |
| <b>Total liabilities</b>        | <b>\$</b> _____       |

| <b>Living expenses</b>                          | <b>weekly amounts</b> |
|---|-----------------------|
| Phone/mobile                                    | \$ _____              |
| Health insurance                                | \$ _____              |
| Rent  | \$ _____              |
| Fuel, power, gas etc                            | \$ _____              |
| Car (registration and running expenses)         | \$ _____              |
| Day to day living (food, clothing and personal) | \$ _____              |
| Insurance (car, life, contents etc)             | \$ _____              |
| <b>Total living expenses</b>                    | <b>\$</b> _____       |

|                      |          |
|----------------------|----------|
| Total income         | \$ _____ |
| Less liabilities     | \$ _____ |
| Sub-total            | \$ _____ |
| Less living expenses | \$ _____ |
| Balance              | \$ _____ |

Signed by applicant \_\_\_\_\_ dated \_\_\_\_\_

# **NOTICE TO ALL TENANCY APPLICANTS**

## **100 POINT IDENTIFICATION**

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

|                                |                |
|--------------------------------|----------------|
| DRIVERS LICENCE                | 30 POINTS *    |
| PASSPORT                       | 30 POINTS *    |
| PROOF OF AGE CARD              | 30 POINTS *    |
| TENANCY HISTORY LEDGER         | 20 POINTS      |
| PREVIOUS TENANCY AGREEMENT     | 20 POINTS      |
| PREVIOUS FOUR RENT RECEIPTS    | 20 POINTS      |
| RENTAL BOND RECEIPT            | 20 POINTS      |
| PAY ADVICE                     | 15 POINTS      |
| MOTOR VEHICLE REGISTRATION     | 15 POINTS      |
| TELEPHONE ACCOUNT              | 15 POINTS      |
| ELECTRICITY ACCOUNT            | 15 POINTS      |
| GAS ACCOUNT                    | 15 POINTS      |
| BANK or CREDIT CARD STATEMENTS | 15 POINTS each |
| PENSION CARD                   | 15 POINTS      |
| COUNCIL or WATER RATES         | 15 POINTS      |
| HEALTH CARE CARD               | 15 POINTS      |
| MEDICARE CARD                  | 10 POINTS      |
| BIRTH CERTIFICATE              | 10 POINTS      |

**NOTE : Must have at least one of the items listed with “\*” next to the points**



## TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, 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 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 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 and Other Real Estate Agents 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:

During and after the tenancy we may disclose your personal information to: Trades 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 event of an insurance claim and 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.

### 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 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 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

### TICA 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.

Signed By the Applicant/s

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

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