

Tenancy Application Information

237 Peel Street, Tamworth
P: 6766 1655
F: 6766 2347
E: rentals@propertycotam.com.au

Property/ies Applied for:

Applicant/s Name

<u>100 Point Check list</u> <i>(must have 1 form of photo ID)</i>		<u>Also Required if applicable</u>	<u>Money Required</u>
Passport	70	Rent receipts or tenant ledger	Bond (4 x rent)
Birth Certificate	70	Two wage dockets or confirmation letter	Advance rent (2 x rent)
Drivers Licence	40	Two references from previous agent/landlord	
Photo ID issued by GOV	30	Centrelink statements	
Medicare card	25	Copy of last phone or electricity account	
EFTPOS or Credit Card	25	Home owner—land & water rates	
Current car rego papers	10	Bank Statement	

Application Process

- ☒ If you require our office to photocopy any documents there will be a charge of 50c per page.
- ☒ The time taken to approve an application varies. Usually we will process the application in 48 hours. However, some delays could be experienced if the property owner cannot be contacted. You can contact our office after the 48 hours to see how your application is going.
- ☒ You will **only** be notified by our property managers if your application is approved. Hence if your applications are unsuccessful you will not be notified.
- ☒ If your previous landlord is a private landlord a data search is conducted to produce relevant rental history.

Once Approved

- ☒ You are required to pay one week's rent as a holding deposit. This is to be paid into our Trust Account @ the NAB.
- ☒ The bond will need to be lodged via bonds online. You will be sent a link with instructions

Notice to prospective tenants; The availability of telephone lines, internet service; analogue, digital or cable television and adequacy of such devices are the sole responsibility of the tenant (s) and tenants should make their own enquiries as the availability of these services. The landlord does not warrant that any services are serviceable.

PLEASE BE AWARE WE DO NOT HAVE EFTPOS, CREDIT CARD OR CASH FACILITIES AT OUR OFFICE.

PLEASE NOTE: If your application is unsuccessful it will be destroyed immediately. If you want it returned to you please tick here ☐ and collect it within 24 hours, if you have not collected it after 24 hours, it will be shredded.

The Property Co.
237 Peel Street, Tamworth 2340
P: 6766 1655 F: 6766 2347 E: rentals@propertycotam.com.au

Privacy Statement

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful it may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us.

If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's
- Referees you have nominated
- Organisations / Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlords lawyers, to prepare the lease/tenancy documents for the premises
- Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)
- Refer to Landlords Insurer's
- Report your conduct as a tenant on the TICA database

I/we the said applicant declare that I/we give our permission to the agent to collect my/our information and pass such information onto TICA default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application.

I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/ we agree that in the event of a default occurring under a tenancy agreement I/we give my/ our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database.

I/ we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Control Pty Ltd is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

AUTHORISATION

I/we do hereby authorize my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to The Property Co.

I/we do hereby authorise my employee & referee's to provide The Property Co. details of employment & persoal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME:

PRINT NAME:

SIGNED:

SIGNED:

DATE:

DATE:

Compliance	Applicant 1	Applicant 2	Reasons
Has any Lessor or Agent ever evicted you?			
Has any Lessor or Agent ever refused you another property?			
Are you in debt to another Lessor or Agent?			
Is there any reason known that would affect your rent payment?			
Was your bond at your last address refunded in full?			
If NO – What deductions were made?	Rent Arrears: \$	\$	
	Repairs: \$	\$	
	Cleaning: \$	\$	
	Other: \$	\$	

Declaration: I/We the applicant/s hereby agree and acknowledge the following:

1. That the information provided in this application is true & correct & that I/we have physically inspected the property.
 2. That I/we are financially able to meet all commitments under the Residential Tenancy Agreement & that I/we have not been declared bankrupt.
 3. That if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
 4. That the deposit paid for the property is not refundable should I/we decide not to proceed.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.
- I authorize the Agent to obtain personal information from:** The owner or the Agent of my current or previous residence; my personal referees and employer/s; any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
- I am aware that the Agent will use and disclose my personal information in order to
- (a) Communicate with the owner and select a tenant
 - (b) Prepare lease/tenancy documents
 - (c) Allow organizations/tradespeople to contact me
 - (d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
 - (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
 - (f) Refer to collection agents/lawyers (where applicable)
- I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature (App 1)

Signature (App 2)



ONE CALL WILL SAVE YOU TIME AND EFFORT

We are Australia's No. 1 Moving Services Company. Since 2004, we have helped more than 1.2 million people move house and we would love to help you too!

With just one call, our free, no-obligation service can help you connect all your services from the moment you move in, so you can focus on enjoying your new home.

☐ YES

- Tamworth Property Co providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature Date

Applicant 2 (If applicable)

Signature Date

Name Phone

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA may otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au



Tamworth Property Co
237 Peel Street, Tamworth NSW 2340
Phone: 02 6766 1655
Email: tammy@propertycotam.com.au
Website: www.tamworthpropertyco.com.au

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:



Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:

Day	Month	Year
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Licence/Passport/Medicare No: State/Country:

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Please provide your contact details:

Home phone no:

Mobile phone no:

Work phone:

Fax phone no:

Email address:

Connection date:

Day	Month	Year
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Property for connection:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:

Postal address:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:

APPLICANT ONE			
Present address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Prior address if any			
Employment Details			
Occupation:		Net weekly income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	

APPLICANT TWO			
Present Address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Prior address if any			
Employment Details			
Occupation:		Net weekly income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	

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Property Applying for:						Date Inspected	
Length of lease required		I would like to start my lease on (date)		Rent per week		Will DOH be helping?	
Will you have pets?		What type?		Breed?		Registered?	
Number of people to occupy in total		Are there any smokers?	Yes / No	Money Required to commence leasing	Bond \$ Rent \$ Total \$	Deposit to be paid	\$

How did you find out about this property? Newspaper ☐ Internet Site ☐ Sign Board ☐ Referral ☐ Other ☐ _____

Applicant Details	First Applicant	Second Applicant	All vehicles to be kept at premises		
Full name			Type	Model	Rego
Drivers Licence			Car		
Date of Birth			Car		
Home Phone			Motorbike		
Work Phone			Boat		
Mobile Phone			Caravan		
Email address			Trailer		

Full names of all other persons who will occupy the property – (Show ages of children) Any other person over 18 that is not a child to the applicants must complete a separate application.				
	Full Name	Relationship	Date of Birth	Age
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				

If self-employed, evidence is required such as tax or annual returns. Please advise of details	
Company or Business name:	Contact numbers:
Address:	CAN or Business registration number:
Accountant:	Accountant Address:
Lessor / Agent:	Contact:
Business Reference:	Phone:
Business Reference:	Phone: