

APPLICATION FOR RESIDENTIAL TENANCY

******Please ensure you have completed this checklist in full and also filled out all sections of the application form. Applications which are not complete will be returned to you unprocessed until all of the required information is provided. Please be aware our office does not accept applications after 4pm on weekdays and 2pm on a Saturday******

PROPERTY ADDRESS: _____

APPLICANTS FULL NAMES: _____

- WE/I, UNDERSTAND AND ACKNOWLEDGE THE CONDITION OF THE PROPERTY AND INCLUSIONS AS PER MY INSPECTION OF THE PREMISES ON THE (DATE): _____
- WE/I, WISH TO TAKE A TENANCY FOR A PERIOD OF (6 OR 12 MONTHS): _____
- IF APPROVED, WE/I CAN MOVE IN BY (DATE): _____
- WE/I AGREE TO PAY A RENTAL OF \$ _____ PER WEEK
- WE/I, UNDERTAKE TO PAY A RENTAL BOND OF \$ _____ PRIOR TO TAKING POSSESSION OF THE PROPERTY

Please submit all applications with photocopies, as otherwise a fee of \$0.20 per page for photocopying will apply

Please read carefully and complete the following declaration

- We/ I, acknowledge that a sum of two weeks rent is to be paid within 24 hours of notification of approval of this application. I understand that this money is not to form part of a deposit but will be credited as two week's rent for the tenancy. This means that it is non-refundable if the tenancy does not proceed. We/I understand that we will be required to sign the Form 18a General Tenancy Agreement within 48 Hours of acceptance. This will be emailed or given in person before any monies are paid towards the property.
- We/ I, understand that in the interests of security and staff safety Your Address Real Estate is a cashless business and that we will provide all initial rent and bond monies in the form of a bank cheque or money order or EFTPOS and that subsequent rental payments will be made by DEFT Payment Systems, Money order, bank cheque or EFTPOS into the Your Address office. The office does not accept cash.
- We/ I acknowledge that both the lessor and I as the tenant are bound by this application immediately we are informed of the acceptance of this by the agent for the lessor.
- We/ I, the applicant/s declares that the information provided in this application is true and correct and that I have supplied it of our own free will.
- We/ I, hereby authorise you as agent for the lessor to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the information provided.**
- We/ I, acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on the approval by the lessor or agent.
- We/ I, the Applicant/s declare that I am not bankrupt and that the rental is within my means.
- WE/ I, ACKNOWLEDGE THAT THIS APPLICATION FOR RESIDENTIAL PREMISES IS RESTRICTED TO THOSE NAMES LISTED ON THE APPLICATION. ANY OTHER PERSON WHO WISHES TO TAKE UP RESIDENCE FOR ANY PERIOD OF LONGER THAN SIX (6) WEEKS AT ANY TIME DURING THE TENANCY IS REQUIRED TO MAKE A FURTHER APPLICATION TO YOUR ADDRESS FOR APPROVAL TO RESIDE AT THE PREMISES.**
- Approval of this application will be granted subject to the discretion of the lessor or lessor's agent.
- We/ I, understand that it is my responsibility to arrange connection of electricity, telephone and gas supply (if applicable) to the property once approved**
- We/ I, acknowledge that as tenants we/I are responsible for contents insurance, please note that this is highly recommended**

1st Applicants Signature: _____ Date: _____

2nd Applicants Signature _____ Date: _____

In Presence of (Signature): _____

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

Privacy Disclosure Form

This form provides information about how we use your personal information, 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, Employers to provide information regarding employment, Any other persons to validate information supplied in your application and Other Real Estate Agents to provide rental references to assess the risk to our clients

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.

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 Applicants

1st Applicants Signature

Print Name

2nd Applicants Signature

Print Name

Witnessed by Signature

Date

1st APPLICANT

Property Address Applying For			
Your full name			
Your contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email: _____		
Current Address	Address: _____		
PLEASE PROVIDE FAX OR EMAIL	Agent/Lessor/Other name (Please circle):	Current rent \$ _____	per week I have lived there for _____ Years _____ months
	☎ Phone: _____	Fax: _____	
	Email: _____		
	Why are you leaving? _____		
Previous address	Address: _____		
PLEASE PROVIDE FAX OR EMAIL	Agent/Lessor/Other name (Please circle):	Previous Rent \$ _____	per week I lived there for _____ Years _____ months
	☎ Phone: _____	Fax: _____	
	Email: _____		
	Why did you leave? _____		
Employment	Current employer: _____		
PLEASE PROVIDE FAX OR EMAIL	Job position: _____		
	Length of employment: _____		☎ Phone: _____
	Contact name: _____		Fax: _____
	Email: _____		
	Full time or part time? (Circle one) _____ Net/Gross Weekly Income (Circle one) \$ _____		
Personal details	Date of birth: _____		
	Drivers licence no: _____		Expiry date: _____
	Passport no. _____		Expiry date: _____
	Australia Citizen: YES / NO _____ Visa Number (copy to be supplied): _____		
Children & Occupants Under Age of 18	What is the total number of occupants (adults & children) who will live in this property?		
	Children - Full Name/s		Date of Birth
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
Pets – Yes / No How Many: _____	Type & Breed: _____ Council registered with: _____		
	Sex and Age: _____		
Contact details for Relative that does not reside with you (In case of EMERGENCY)	Name of contact: _____		
	Address: _____		
	Relationship to you: _____		Phone: _____
THREE personal or business references (not relatives) PLEASE MAKE SURE ALL DETAILS ARE FULLY COMPLETED	Name	Full Address	Contact Phone No
	_____	_____	_____
	_____	_____	_____
General Questions	Do you Smoke? Yes / No (circle one) _____		
	Registration of & Make of Vehicles: 1. _____ 2. _____		

2nd APPLICANT

Relationship to Applicant 1: _____

Property Address Applying For															
Your full name															
Your contact details	☎ (Home)	☎ (Work)	☎ (Mobile)												
	Email: _____														
Current Address	Address: _____														
PLEASE PROVIDE FAX OR EMAIL	Agent/Lessor/Other name (Please circle):	Current rent \$ _____	per week I have lived there for _____ Years _____ months												
	☎ Phone: _____	Fax: _____													
	Email: _____														
	Why are you leaving? _____														
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PLEASE PROVIDE FAX OR EMAIL	Agent/Lessor/Other name (Please circle):	Previous Rent \$ _____	per week I lived there for _____ Years _____ months												
	☎ Phone: _____	Fax: _____													
	Email: _____														
	Why did you leave? _____														
Employment	Current employer: _____														
PLEASE PROVIDE FAX OR EMAIL	Job position: _____														
	Length of employment: _____	☎ Phone: _____													
	Contact name: _____	Fax: _____													
	Email: _____														
	Full time or part time? (Circle one) _____ Net/Gross Weekly Income (Circle one) \$ _____														
Personal details	Date of birth: _____														
	Drivers licence no: _____ Expiry date: _____														
	Passport no. _____ Expiry date: _____														
	Australia Citizen: YES / NO _____ Visa Number (copy to be supplied): _____														
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	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;">Children - Full Name/s</th> <th style="width:30%;">Date of Birth</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			Children - Full Name/s	Date of Birth										
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THREE personal or business references (not relatives) PLEASE MAKE SURE ALL DETAILS ARE FULLY COMPLETED	Name	Full Address	Contact Phone No												
General Questions	Do you Smoke? Yes / No (circle one) _____														
	Registration of & Make of Vehicles: 1. _____														
	2. _____														



TENANTS ACKNOWLEDGEMENT

In accordance with section 58 of the Residential Tenancies and Rooming Accommodation Act 2008

The tenant acknowledges that they have been given the Form18a (General Tenancy Agreement) including all standard terms and any special terms, prior to entering into the General Tenancy Agreement.

The tenant has been given the Form18a in accordance with section 58 of the Residential Tenancies and Rooming Accommodation Act 2008 by either method A or B below (tick only one which applies)

Yes, I/we have received the Form 18a prior to entering into the General Tenancy Agreement.

Signatures

Tenants Name: Tenants Name:

Signature: Signature:

Date: Date:

Tenants Name: Tenants Name:

Signature: Signature:

Date: Date:

Agency Name: Jaidel Pty Ltd T/As Your Address Real Estate

.....
Name of Property Manager

.....
Signature

.....
Date

NOTICE TO ALL TENANCY APPLICANTS - 100 POINT IDENTIFICATION

Please submit all applications with photocopies, otherwise a fee of \$0.20 per page for photocopying will apply if you require our office to take copies for you

Should you have any difficulties in providing this identification please advise us prior to completing.

Please provide at least one document from section A, B and C.
Each applicant is required to produce sufficient identification which totals 100 points.
(PLEASE NOTE OUR AGENCY DOES NOT ACCEPT BANK OR CREDIT CARDS AS I.D)

	APPLICANT 1	APPLICANT 2	ID TYPE	POINT VALUE
A	<input type="checkbox"/>	<input type="checkbox"/>	DRIVERS LICENSE (front and back)	30 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	PASSPORT	30 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF AGE CARD	30 POINTS
B	<input type="checkbox"/>	<input type="checkbox"/>	3 RECENT WEEKS OF PAY SLIPS	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYMENT CONFIRMATION LETTER	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	LATEST STATEMENT FROM CENTRELINK (not print off internet)	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	LATEST BANK OR CREDIT CARD STATEMENTS (please ensure names are clearly printed on it)	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	GROUP CERTIFICATE	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	TAX RETURN (must be provided if self-employed)	15 POINTS
C	<input type="checkbox"/>	<input type="checkbox"/>	MOTOR VEHICLE REGISTRATION	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	TELEPHONE ACCOUNT	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICITY ACCOUNT	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	GAS ACCOUNT	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	PENSION CARD	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	COUNCIL OR WATER RATES WITH ADDRESS	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	HEALTH CARE CARD	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	MEDICARE CARD	15 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	BIRTH CERTIFICATE/MARRIAGE CERTIFICATE	15 POINTS
D	<input type="checkbox"/>	<input type="checkbox"/>	TENANCY HISTORY LEDGER	20 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	PREVIOUS TENANCY AGREEMENT	20 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	PREVIOUS FOUR RENT RECIEPTS	20 POINTS
	<input type="checkbox"/>	<input type="checkbox"/>	RENTAL BOND RECIEPT	20 POINTS

General Information

- Your address Real Estate office hours are 8.30am-5.00pm Monday to Friday and 8.30am-3.00pm Saturday
- Applications are usually processed within 48 hours. However from time to time due to high volume of workloads processing times may be extended, should delays occur however you will be advised.
- Your Address Real Estate operates with the Property Agents and Motor Dealers Code of Conduct. A copy is available upon request.
- Please note smoking is not permitted inside the premises of all properties rented through Your Address Real Estate.



This is a free service that connects all your utilities and other services.

Electricity

Gas

Phone

Internet

Pay TV

Removals

Truck or Van hire

Cleaning

Insurance

Please tick this box and circle above if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connects Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service.

Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature _____ Date _____