

# APPLICATION FOR TENANCY



## **IMPORTANT**

THE PROPERTY **MUST** BE INSPECTED BEFORE AN APPLICATION CAN BE PROCESSED. NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING INFORMATION IS PROVIDED:

- |                           |   |
|---------------------------|---|
| Application Form          | <ul style="list-style-type: none"><li>● Fully Completed</li><li>● Disclaimer Authority Signed</li><li>● Privacy Act Acknowledgement Signed</li></ul>  |
| Identification            | <ul style="list-style-type: none"><li>● Drivers Licence</li><li>● Birth Certificate</li><li>● Passport</li><li>● Photo Identification</li></ul>   |
| Proof of Current Address  | <ul style="list-style-type: none"><li>● Vehicle Registration</li><li>● Electricity Account</li><li>● Gas Account</li><li>● Home Telephone Account</li><li>● Bank Statements</li></ul>                                       |
| Proof of Income           | <ul style="list-style-type: none"><li>● Employment Agreement Details</li><li>● Letter from Employer with Proof of Income</li><li>● 2 x Recent Payslips</li><li>● Centre link Statements</li><li>● Bank Statements</li></ul> |
| If Renting with an Agency | <ul style="list-style-type: none"><li>● Current Lease</li><li>● Rental Ledger</li></ul>   |
| If Renting Privately      | <ul style="list-style-type: none"><li>● Copy of Bond Lodgement</li><li>● Rent Receipts</li></ul>  |

PLEASE ALLOW APPROXIMATELY 3 WORKING DAYS FOR THE APPLICATION TO BE PROCESSED

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Telephone **(02) 9837 2999** Facsimile **(02) 9837 4999** Email [rentals@andrewmerton.com.au](mailto:rentals@andrewmerton.com.au)  
Address **3/13 Railway Rd, Quakers Hill** Website [www.andrewmerton.com.au](http://www.andrewmerton.com.au)

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

# RESIDENTIAL TENANCY APPLICANT 1

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

## PROPERTY APPLYING FOR

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

Property Shown to You By: \_\_\_\_\_

Lease Term: 6 Months  12 Months

Lease Start Date: \_\_\_\_\_ Rent Payable: \$ \_\_\_\_\_ Per Week

## NUMBER OF OCCUPANTS

Adults: \_\_\_\_\_ Ages: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

## PERSONAL DETAILS

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

Date of Birth: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ State: \_\_\_\_\_

Car Registration: \_\_\_\_\_

Expiry: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Proof Of Age/18+ Card: \_\_\_\_\_

Expiry: \_\_\_\_\_ State: \_\_\_\_\_

Main Language Spoken other than English: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Smoke: Yes  No

## PRESENT ADDRESS

Owner  Renter  Other

Specify: \_\_\_\_\_

### Owner or Other (Fill in if applicable):

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

Period of Occupancy: \_\_\_\_\_

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

### Renter (Fill in if applicable):

Agent/Landlord: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_

Rent Paid: \$ \_\_\_\_\_ per week

Bond: \$ \_\_\_\_\_

Was the bond refunded in full? Yes  No

If No Why? \_\_\_\_\_

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

## PREVIOUS ADDRESS

Owner  Renter  Other

Specify: \_\_\_\_\_

### Owner or Other (Fill in if applicable):

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

Period of Occupancy: \_\_\_\_\_

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

### Renter (Fill in if applicable):

Agent/Landlord: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_

Rent Paid: \$ \_\_\_\_\_ per week

Bond: \$ \_\_\_\_\_

Was the bond refunded in full? Yes  No

If No Why? \_\_\_\_\_

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

**PETS (MUST REMAIN OUTSIDE AT ALL TIMES)**

Pets Owned: Yes  No  Number of Pets: \_\_\_\_\_  
Type(s): \_\_\_\_\_ Registered: \_\_\_\_\_

**OCCUPATION (PRESENT)**

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_ Income: \$ \_\_\_\_\_

**OCCUPATION (PREVIOUS)**

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_ Income: \$ \_\_\_\_\_

**OTHER INCOME (Fill in if applicable)**

Additional Income or Benefits Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**IF SELF EMPLOYED (Fill in if applicable)**

Business Name: \_\_\_\_\_ A.C.N. or A.B.N: \_\_\_\_\_  
Address: \_\_\_\_\_  
Accountant: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Note: If self employed evidence will be required such as Tax or Annual Returns)

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ How Long Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ How Long Known: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THE PROPERTY**

Rental List  Newspaper  Internet  Window  Signboard  Word of Mouth

Applicant 1 Full Name \_\_\_\_\_ Applicants Signature \_\_\_\_\_

# RESIDENTIAL TENANCY APPLICANT 2

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

## PROPERTY APPLYING FOR

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

Property Shown to You By: \_\_\_\_\_

Lease Term: 6 Months  12 Months

Lease Start Date: \_\_\_\_\_ Rent Payable: \$ \_\_\_\_\_ Per Week

## NUMBER OF OCCUPANTS

Adults: \_\_\_\_\_ Ages: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

## PERSONAL DETAILS

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

Date of Birth: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ State: \_\_\_\_\_

Car Registration: \_\_\_\_\_

Expiry: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Proof Of Age/18+ Card: \_\_\_\_\_

Expiry: \_\_\_\_\_ State: \_\_\_\_\_

Main Language Spoken other than English: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Smoke: Yes  No

## PRESENT ADDRESS

Owner  Renter  Other

Specify: \_\_\_\_\_

**Owner or Other (Fill in if applicable):**

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

Period of Occupancy: \_\_\_\_\_

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

**Renter (Fill in if applicable):**

Agent/Landlord: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_

Rent Paid: \$ \_\_\_\_\_ per week

Bond: \$ \_\_\_\_\_

Was the bond refunded in full? Yes  No

If No Why? \_\_\_\_\_

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

## PREVIOUS ADDRESS

Owner  Renter  Other

Specify: \_\_\_\_\_

**Owner or Other (Fill in if applicable):**

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

Period of Occupancy: \_\_\_\_\_

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

**Renter (Fill in if applicable):**

Agent/Landlord: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_

Rent Paid: \$ \_\_\_\_\_ per week

Bond: \$ \_\_\_\_\_

Was the bond refunded in full? Yes  No

If No Why? \_\_\_\_\_

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

**PETS (MUST REMAIN OUTSIDE AT ALL TIMES)**

Pets Owned: Yes  No

Number of Pets: \_\_\_\_\_

Type(s): \_\_\_\_\_

Registered: \_\_\_\_\_

**OCCUPATION (PRESENT)**

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

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

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

Phone: \_\_\_\_\_

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

Period of Employment: \_\_\_\_\_

Income: \$ \_\_\_\_\_

**OCCUPATION (PREVIOUS)**

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

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

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

Phone: \_\_\_\_\_

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

Period of Employment: \_\_\_\_\_

Income: \$ \_\_\_\_\_

**OTHER INCOME (Fill in if applicable)**

Additional Income or Benefits Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**IF SELF EMPLOYED (Fill in if applicable)**

Business Name: \_\_\_\_\_

A.C.N. or A.B.N: \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\*Note: If self employed evidence will be required such as Tax or Annual Returns)

**PERSONAL REFERENCES**

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

Phone: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

How Long Known: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

How Long Known: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Phone: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THE PROPERTY**

Rental List  Newspaper  Internet  Window  Signboard  Word of Mouth

Applicant 2 Full Name \_\_\_\_\_

Applicants Signature \_\_\_\_\_

## SIGNING YOUR RESIDENTIAL TENANCY AGREEMENT

If you are selected as the successful applicant for this property, it is important to note the following issues concerning your appointment to sign your Residential Tenancy Agreement.

1. As a result of continued security concerns, Andrew Merton R/E is a **cashless office**. All monies noted in this form are to be paid by way of Bank Cheque or Money Order **ONLY**.
2. Your appointment will be booked into a busy schedule. If you are late for your appointment, you may be asked to wait until a break occurs in our schedule. If you cannot attend at the appointed time, please call our office 24 hours prior to the appointment, so that we can provide an alternative date and time.
3. All parties that are to sign the Residential Tenancy Agreement must attend at the appointed time. No keys will be issued until **all parties** have executed the agreement.

### DISCLAIMER AUTHORITY

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

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 provided of my own free will. I further authorise Andrew Merton R/E 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 \_\_\_\_\_.
2. I wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_.
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 Andrew Merton R/E to access and check any information that may be listed on me on the **TICA DEFAULT TENANCY DATABASE** and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement of law for Andrew Merton R/E 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, Andrew Merton R/E 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, 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 Andrew Merton R/E by **BANK CHEQUE OR MONEY ORDER ONLY**.
9. I agree that no keys for the property will be provided by Andrew Merton R/E to me/us 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 Andrew Merton R/E may be provided to me in relation to this tenancy.
11. I agree to allow Andrew Merton R/E to photocopy the information supplied by me for their records.
12. I agree that upon communication of acceptance of this application by the Landlord or Andrew Merton R/E that this tenancy shall be binding on both the Landlord and the tenant. I further agree that I will sign the Residential Tenancy Agreement, and be bound by the Terms and Conditions of the agreement.

Applicant 1 Full Name \_\_\_\_\_

Applicant 1 Signature \_\_\_\_\_

Applicant 2 Full Name \_\_\_\_\_

Applicant 2 Signature \_\_\_\_\_

### PRIVACY ACT ACKNOWLEDGEMENT 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 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: Andrew Merton Real Estate

Address: 3/13 Railway Rd, Quakers Hill

Phone: (02) 9837 2999

Fax: (02) 9837 4999

Email: [rentals@andrewmerton.com.au](mailto:rentals@andrewmerton.com.au)

At Andrew Merton R/E we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above number or address.

### PRIMARY PURPOSE

Before an applicant is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent.

In order to assess your application we disclose your personal information to:

- The Agent / Landlord for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd to assess the risk to the Landlord 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 the Landlord.

### 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 to seek 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 you tenancy history.
- Refer to the Agent / Landlord insurer in the event of an insurance claim.
- To provide future rental references to other Agents / Landlords.

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. Consequently we cannot provide you with the property 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 (A.B.N. 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: 1902 220 346 calls are charged at \$5.45 per minute including G.S.T. (Higher from mobile or pay phones).

Mail: TICA Public Inquiries – P.O.Box 120, Concord NSW 2137 a fee of \$14.30 plus stamped self addressed envelope is required.

### 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 Licence 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 1902 220 346 calls are charged at \$5.45 per minute including G.S.T. (Higher from mobile or 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.

Applicant 1 Full Name \_\_\_\_\_  
Applicant 2 Full Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_  
Applicant Signature \_\_\_\_\_