

Date received ____/____/____ Time ____ am/pm

\$_____ 2 weeks rent

\$_____ 4 weeks bond (or as stated)

\$_____ Pet Bond (if applicable)

\$_____ TOTL PAYABLE



APPLICATION FOR RESIDENTIAL TENANCY

Thank you for your application to rent a property through *Avante' Real Estate*. Please ensure the application form is **fully completed & fully signed to ensure prompt processing**. The application can be submitted via email to admin@avantere.com.au

Please ensure you have read all of the following pages as a requirement for all applications (retain pages 1-3 for your reference).

Processing of application will not commence until the application is fully completed and all required documents are attached

Required Documentation

Every applicant who is over the age of 16 needs to fill out their information on the required page and sign & initial the privacy statement, even if they are not going on the lease.

When submitting the application you must provide THE ORIGINAL supporting documentation as well as 100 points of identification for each application as listed.

- 70 Points Passport (including visa page if applicable)
- 70 Points Birth Certificate
- 40 Points Drivers Licence
- 25 Points Foreign Drivers Licence
- 25 Points Medicare Card
- 25 Points ATM Card
- 25 Points Current Vehicle Registration papers
- 25 Points Written Reference from your Managing Agent
- 25 Points Current or Previous rent ledgers (documents from your landlord/managing agent)
- 25 Points Telephone, Synergy, Alinta Gas Accounts
- 25 Points Centerlink or Family Assistance Office letter
-

The following original documents are also required:

- ☐ Photo ID
- ☐ If you are a non-resident we need a copy of the "Visa page" from your Passport. If Visa is not in passport then a copy of "Visa Grant Number" and expiration date (visa) is required
- ☐ Proof of Address ie: phone bill, electricity bill
- ☐ Proof of payments ie: rent ledger/receipts, mortgage statement
- ☐ Proof of income ie: pay slips, bank statements, tax return, Last 3 quarterly BAS statements (if self-employed)
current Centrelink Entitlement Advice

Application Process

Once all of the above has been submitted to our office under most circumstances we will be able to advise you within 48 hours whether your application has been approved or not. However, if you have not heard from us after 48 hours please phone us to see how the processing is going and whether you can assist. **All applications are subject to the Owners approval and a reason for the declined application will not be given.**

What happens once the application has been approved?

An appointment will be arranged with the Property Manager for all occupants to sign the Tenancy Agreement, pay the monies owed ie: 4 weeks bond, 2 weeks rent and pet bond (if required) and to collect the keys, remotes etc. for the property. DFT deposits are to be made (no cash will be accepted) No keys will be handed over until all monies have been paid in full and all occupants have signed the required documents.

Should the move in date not be within a week of the application being accepted you will be asked to attend the sign up earlier and then just collect the keys on the move in day.

Bond

The bond will be deposited on your behalf to the Bond Administrator. We do not transfer bonds between properties or transfer Ministry of Housing Bonds. If the property has been the owners' place of residence for the previous 3 months or if the rent is over \$1200 per week the bond account may be more than 4 weeks rent. This will be discussed with you when applying for the property.

Rent Payments

For your convenience your rent payments can be made via BPay (via your online or telephone banking). No cash payments are accepted. Please be aware that BPay payments can at least 48 hours to appear in our bank account so please allow sufficient time for the payment to reach us before your next rental payment is due to avoid being issues a Termination Notice for Late Payment.

Should you default in rent payments or breach the Tenancy Agreement your details will be lodged in the TICA and NTD defaulting tenancy databases at the end of your tenancy. The lodgement remains on the databases until you have rectified the default. Should you be experiencing financial hardship during your tenancy it is important that you contact your Property Manager to discuss your options.

40 B Prinsep Road Jandakot WA 6164
Ph: 9414 6818 License No: 42493 ABN: 9437 873 4421

APPLICATION TO RENT RESIDENTIAL PROPERTY

Thank you for your application to rent Please ensure the application is **fully completed** to ensure prompt processing.

Rental Property Address: _____

NAME/S: _____

PHONE No: _____ Mob: _____

Email: _____

Total number of persons to occupy premises: _____

Adults: _____ Children: _____ Ages _____

Only complete if you are sure that you want to enter into a lease with the owner/agent for the particular premises.

The owner of the premises is attempting to locate the most suitable tenant that is a tenant who pays the rent on time and takes good care of the premises. To enable the owner of the premises to determine in their opinion, who is the most suitable applicant, the managing agent requires some background information regarding previous premises that you have leased and information on how you will pay the rent.

This form is not the lease, the purpose of this form is:

- 1) To inform the owner of your details and your requirements for the lease
- 2) To inform you of the money that is required prior to taking possession of the premises (INGOING CHARGES)
- 3) To make you aware of conditions associated with making the application
- 4) To create an option to take the premises.

If your application is successful and you exercise your option and sign the lease, please note the following:

- All tenants must sign the lease and pay the **TOTAL INGOING CHARGES** (refer page 4) before the keys are handed over.
- **Condition of the Property.** It is deemed that the property is taken as it is viewed otherwise stated in writing in the special conditions section of the application and hence will form part of the application.
- It is your responsibility to ensure the electricity and gas is connected to the premises.
Electricity - Synergy Power **13 13 53** or www.synergypower.com.au
Gas - Alinta Gas **13 13 58** or www.alinta.net.au
Telstra is the predominant telecoms provider in Australia, however you may use alternate suppliers.
Telephone - Telstra **13 22 00** or www.telstra.com.au

For all NEW properties, please submit a copy of your Telstra account for reimbursement of the Line Connection Fee. The tenant pays for the Connection fee. Please do not deduct amounts from rent due - a deposit for monies will be sent to you. For properties that are not new, if you want a phone line connected to the premises it is your responsibility to find out if there is an existing telephone connection to the property by contacting Telstra. You will be responsible for the telephone connection and/or line connections if applicable as the outgoing tenant may have had them disconnected or may not have had them connected. Success Residential (The Agent) is not obliged to explain why your application was not accepted. Also note that once completed and delivered to Avanté' Real Estate, this application form remains the property of Avanté' Real Estate

APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

FIRST APPLICANT

Full Name:.....Date Of Birth:.....

Given names Surname

Home Phone:.....Work:.....Mobile:.....

Email Address:.....

Drivers License No:..... State:Passport No:.....Other ID:

Present Address:.....

Rent Paid to (Agent or Owner's name and address).....

Agent's or Owner's Contact No:.....Property Managers Name (if known):.....

Dates Rented:.....Rental Amount Paid:.....

Reasons for leaving:.....

Previous Address:.....

Rent Paid to (Agent or Owner's name and address).....

Previous Address:.....

Rent Paid to (Agent or Owner's name and address).....

Agent's or Owner's Contact No:..... Property Managers Name (if known):.....

Period Rented:Rental Amount Paid:.....

Reasons for leaving:.....

Occupation:.....

Employer:.....Employment Period:.....

Employer's Address:.....Salary:.....

Phone No:.....Manager/ Director:.....

If less than 12 months, name of previous employer:.....

Address of Previous Employer:

.....Phone No:.....Employment Period:.....

N.B. If self-employed statements of income must be provided.

Next of Kin: (name and address).....

.....Phone No:How Related:.....

Emergency Contact other than next of Kin: (name and address).....

.....Phone No:How Related:.....

Character Reference (this must not be anybody who is related to you or any other applicants):

Name:

Phone No:..... Relationship:.....

Address:.....

Character Reference (this must not be anybody who is related to you or any other applicants):

Name:

Phone No:..... Relationship:.....

Address:.....

SECOND APPLICANT

Full Name:.....Date Of Birth:.....
Given names Surname
Home Phone:.....Work:.....Mobile:.....
Email Address:.....
Drivers License No:..... State:Passport No:.....Other ID:
Present Address:.....
Rent Paid to (Agent or Owner's name and address).....
.....
Agent's or Owner's Contact No:.....Property Managers Name (if known):.....
Dates Rented:.....Rental Amount Paid:.....
Reasons for leaving:.....

Previous Address:.....
Rent Paid to (Agent or Owner's name and address).....
.....
Agent's or Owner's Contact No:.....Property Managers Name (if known):.....
Period Rented:Rental Amount Paid:.....
Reasons for leaving:.....
Previous Address:.....
Rent Paid to (Agent or Owner's name and address).....
.....
Agent's or Owner's Contact No:.....Property Managers Name (if known):.....
Period Rented:Rental Amount Paid:.....
Reasons for leaving:.....

Occupation:.....
Employer:.....Employment Period:.....
Employer's Address:.....Salary:.....
Phone No:.....Manager/ Director:.....
If less than 12 months, name of previous employer:.....
Address of Previous Employer:
.....Phone No:.....Employment Period:.....

N.B. If self-employed statements of income must be provided.

Next of Kin: (name and address).....
.....Phone No:How Related:.....

Emergency Contact other than next of Kin: (name and address).....
.....Phone No:How Related:.....

Character Reference (this must not be anybody who is related to you or any other applicants):
Name:
Phone No:..... Relationship:.....
Address:.....
.....

Character Reference (this must not be anybody who is related to you or any other applicants):
Name:
Phone No:..... Relationship:.....
Address:.....
.....

Period of the proposed Lease _____ Months _____

Commencing _____ Expiring _____

At A Weekly Rental Amount of \$ _____

Do you: Intend using a water bed at the property? Yes No

Intend having any pets at the property? Yes No

If yes what type? _____

Smoke cigarettes? Yes / No

Do you intend applying for a Ministry of Housing Bond? Yes* No

*** Please Note:** Our office policy is to receive all INGOING CHARGES before moving any tenants into a rental property. This means you can either move in and pay all monies to our office and we will reimburse you for the amount of the Homes west Cheque once we receive the same in our office or you can note on this application that you choose not to move in for 10 – 14 days until the Homes West cheque is received by our office.

Motor Vehicles: No more than _____ vehicles will be parked on the premises at all times.

Car make: _____ Colour: _____ Reg No: _____

Car make: _____ Colour: _____ Reg No: _____

Car make: _____ Colour: _____ Reg No: _____

1. Security deposit bond (4 weeks rent) \$ _____

2. Pet bond (if applicable — \$260.00) \$ _____

3. Two Weeks Rent (rent in advance) \$ _____

5. **SUB TOTAL** \$ _____

7. **BALANCE OWING** \$ _____

By renting you agree to pay all rental payments by direct debit using Payment Technologies as the direct debit service provider.

The Applicant offers to the owner an Option to lease the Property. The Option to lease is created by the Owner's notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The period of the Option shall commence from and include the date of the acceptance of the Application by the Owner and continues for the number of days referred to in item 7, or if none, then 2 business days. The Option is exercised by the Applicant either:

i. executing the Lease; or

ii. taking possession of the Property with the Owner's consent; or

iii. Giving a notice in writing to the Owner exercising the Option; whichever occurs first.

• The amounts referred to in the section "INGOING CHARGES" are payable upon the Applicant signing the Lease prior to taking possession of the Property.

- The Applicant will not be entitled to occupation of the Property until:
 - i. Vacant possession is provided by the current occupant of the Property;
 - ii. The Lease is signed by the Applicant; and
 - iii. The payment of **all monies** due to be paid by the Applicant being paid by the Applicant prior to Occupation of the Property.
- The persons comprising the Applicant are over 18 years of age, none are bankrupt and they each declare that all of the information contained in this application is true and correct and not misleading in anyway.
- The Applicant acknowledges having inspected the Property and if the Option is exercised will accept possession of the Property in the condition as at the date of inspection.
- Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall be the "Avante' Real Estate" Lease of Residential Premises" including any or all of the special conditions attached to this Application and the payment of all monies referred to in INGOING CHARGES.
- The Applicant agrees to pay the 2 weeks **rent in advance** according to Section 27 of the Residential Tenancies Act 1987.
- The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their contents.
- The Applicant agrees that for the purpose of this application, the Owner may make enquires of the persons given as referees by the Applicant, and also make enquires of such other persons or agencies as the Owner may see fit.
- The Applicant furthermore agrees for the Owner's Agent, to contact the persons given as referees by the applicant for the purpose of following up any arrears owing by the Applicant to the Owner.
- The Applicant acknowledges having been advised that in the event of a breach of the Lease by the Applicant, items of personal information contained in this Application may be recorded in a Tenancy Data Base by or on behalf of the Owner and may be disclosed in connection with other residential tenancy applications by the applicant.
- The Applicant acknowledges and agrees that the Owner or Agent will carry out all inspections between normal business hours at either the Owner or Agent's discretion.
- All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
- The Applicants make this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.
- It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute Discretion
- **This document is not a residential tenancy agreement** and does not grant any right to occupy the Property
- Special conditions that may apply to the lease if Application is accepted, and option exercised are listed and attached.

Please note: That the "Standard Lease Conditions' 1-19 will form part of all tenancy agreements and the balance are optional, determined by the Owner and/or The Agent.

1. The tenants agree to give **twenty one (21) days notice in writing** when they wish to vacate, either on or after the expiry date of the lease. The tenants also acknowledge and agree to the agent advertising the availability of the premises during the notice period and allowing inspections for prospective tenants at reasonable hours of the day, to be carried out, with prior notice given to the current tenant.
2. The tenant acknowledges having inspected the subject premises prior to making an application for tenancy thereof and hereby accepts tenancy of the premises as found on inspection and as recorded in the Property Condition Report. The bond will not be refunded until the bond inspection has been carried out, all keys are returned and all items are found to be in the same condition as the Property Condition Report.
3. The tenant acknowledges the carpet to the premises has been commercially cleaned (or are new carpets) at the commencement of the tenancy and agrees to the **agent arranging** commercial cleaning at the tenants expense at the expiration of the tenancy term and/or on such other occasions during the term of the tenancy should the agent consider the condition of the carpets to warrant such cleaning.
4. Rent shall be calculated up to and including the date that all keys are returned to Success Residential The cost of changing of the locks to the property should same be re-let and the tenant has failed to return the keys shall be borne by the tenant. Should the tenant require the use of the office set of keys during their tenancy period; a cash deposit of **\$50.00** will be required and refunded in full upon the return of the keys to the agent's office.
5. The tenant agrees to **refrain from smoking inside the property** to prevent discoloration or staining occurring. Should any damage be evident due to the above, the tenant acknowledges that they are responsible for the rectification costs.
6. Rooms are to be aired sufficiently to prevent mildew and mold appearing.
7. Noise to be kept to a minimum so as not to disturb other residents.
8. The tenants agree that this tenancy agreement is for people only and will not sub-let any part of the property without the prior written permission of the Owner/Agent.

9. The tenant agrees to remove all rubbish and unwanted goods upon vacation of the premises and any costs incurred as a result of unwanted goods being left anywhere on the property will be borne by the tenant. This includes placing Council bins out for collection.

10. The tenant acknowledges and accepts that in the event of a breach of the Tenancy Agreement by the tenant, items of personal information contained in this application form may be recorded in a **Tenancy Data Base** by or on behalf of the Owners/Managing Agent and may be disclosed in connection with other residential tenancy applications by the tenant. The tenant agrees that all Local Court proceedings relating to vacant possession orders and / or damage to the property will be lodged with and dealt with through the relevant court.

11. Stainless Steel appliances are not to be cleaned with scourers. Hot soapy water with a soft cloth should be sufficient. If there is heavy soiling the tenant is to ensure the method of cleaning **does not scratch** the stainless surface.

12. Pot plants are not to be placed on carpets, terracotta or polished boards without a suitable saucer to catch any excess water. The tenants agree not to place any hot objects directly onto any surfaces such as bench tops, carpet or lino. Any such damage caused must be rectified at the tenant's expense and must be to the owner/agents satisfaction. The Tenant agrees to use a drip tray on the carport / garage floor to prevent oil stains occurring and to reimburse the owner of the property any cost incurred to remove oil stains evident on the said floor at vacation date, providing those stains were not noted on the original property condition report.

13. No tenant has permission to display any sign or advertising material that is visible from the outside of the building.

14. The tenant will be provided with security remote controls, where applicable. If the control is lost or broken during their tenancy the **tenant must pay** the amount due prior to a **replacement remote** prior to same being issued. As the remotes may be damaged due to the heat if left inside a vehicle the tenant acknowledges that they will be responsible for payment should this be the cause for the faulty remote. Should the tenant fail to return the remote controls when they vacate, the cost of each remote control will be due and payable. The tenants acknowledge and accept that if a remote control is stolen from their vehicle they may be responsible for the re-coding of all security gates to the complex, as charged by the strata company managers.

15. The tenant accepts and acknowledges that all invoices / accounts issued to them by the Agent are to be **paid within 14 days**. Should payment not be made by the due date, the account will be allocated from the next rent payment which may cause the tenant to fall into arrears. The tenant also accepts and acknowledges that if the utilities, i.e. gas/electricity etc, to the property is sub-metered, funds will be held from the bond account at the expiration of the tenancy, until the final accounts are received and finalized. Any refund due to the tenant once these accounts are invoiced will be promptly returned to the tenants. These accounts may include rental payments / water consumption / gas consumption / electricity consumption / breach inspection fees / Court Lodgment Fees etc.

16. The tenant acknowledges that it is their sole responsibility to ensure that the correct tenant identification number is supplied and confirmed for all banking transactions. If the incorrect tenant identification number does not appear correctly on the Bank Statement, the tenant acknowledges that they may go into arrears and they will be responsible for reimbursing the owner / agent for all Breaches /Termination Notices and Court Lodgment costs etc that have been incurred due to this error. E.g. \$76.50 court filing fee, \$375.00 court attendance fee, etc.

17. The tenant acknowledges and accepts that if they require possession to the property after the final bond inspection has been carried out, for the purpose of general cleaning or attending to repair/ maintenance works, then rent will be charged at the daily rate at the time of vacating, per day for every day that the tenant remains in possession of the keys to the property

18. Any tenant under this Agreement shall notify the Agent within fourteen (14) days of any change of their employment as per Section 53 of the Residential Tenancies Act 1987.

19. The tenant acknowledges that the property has been professionally cleaned at the commencement of the tenancy and agrees to the agent arranging professional cleaning of the property at the tenants expense at the expiration of the tenancy term and/or on such other occasions during the term of the tenancy should the agent consider the condition of the property to warrant such cleaning.

20. The tenant acknowledges and **agrees to maintain the condition of the lawns and gardens according to the Property Condition Report at all times**. In the event the landlord or the agent is dissatisfied with the standard maintained by the tenant then the tenant agrees to the agent engaging an outside gardening trades person to attend the premises, the cost of which will be borne by the tenant and added to the regular rent sum. Vehicles shall not be parked on lawns or the front verge.

21. The tenant/s acknowledges and accepts that the home/apartment is near new / brand new and therefore some building defects may become apparent. Please advise the agent in writing of any defects so they can be reported to the builders for assessment and repair. As the builders are repairing the owner / agent does not have the authority to arrange the repairs by an independent contractor. Therefore we ask for your cooperation with respects to the repairs. Please note the owner / agent will not pay compensation / rent reduction to the tenant/s for any inconvenience caused if defects are not rectified.

22. The owner agrees for the tenant to keep one dog/cat at the property, the tenant agrees to rectify and pay for any damage caused by the animal/s immediately upon discovery of such damage and is aware and agrees that the pet bond will be held for up to six (6) weeks after the vacation and used for de-fleeing if necessary. The tenant agrees to keep the back and front gardens free from pet excrement. (This applies only if the tenant has been given permission to keep the pet on the premises and a pet bond has been paid).

23. The tenant agrees to refrain from smoking inside the property to prevent discoloration or staining occurring. Should any damage be evident due to the above, the tenant acknowledges that they are responsible for the rectification costs. The tenant acknowledges and accepts responsibility to ensure the automatic reticulation is set correctly and accordingly for the seasons of the year i.e. that the grounds are sufficiently watered during the warmer months and reduced when necessary. The tenant is also responsible to ensure the system and sprinklers are maintained, in good working order and to report fault to the agent within 48 hours.

24. The tenant agrees to the Managing Agent arranging a special reading of the water meter, where required, costs of \$17.50 (or \$50.00 if required urgently) will be deducted from the bond upon vacation.

Immediately upon acceptance of this application, we agree to treat the above mentioned property in a proper and tenant-like manner, to abide by the conditions and terms of the tenancy, to pay rent in advance, and to pay the letting fee as allowed for the maximum prescribed in Section 27 of the 1987 Residential Tenancies Act.

I/We also agree to pay Synergy Power and Alinta Gas charges, water consumption cost on a pro-rata basis, telephone reconnection/connection, excess of any insurance claim and other charges as applicable under the terms of 1987 Residential Tenancies Act. At the termination of my/our tenancy, it is agreed that notice will be in writing in accordance with Section 68 of the 1987 Residential Tenancies Act.

NOTE: THE OWNER'S INSURANCE DOES NOT COVER TENANTS' CONTENTS.
TENANTS MUST ARRANGE THEIR OWN CONTENTS INSURANCE UPON ACCEPTANCE OF THIS APPLICATION.

SPECIAL CONDITIONS: _____

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 the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy data bases 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 this 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 holds, they can do so by contacting **Avante' Real Estate**. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy. From December 21, 2001 all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.

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, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organizations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- TICA (ABN 84 087 400 379)
- Other Real Estate Agents and Landlords

WE ALSO COLLECT YOUR PERSONAL INFORMATION TO:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises
- Allow organizations / 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, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents / Lawyers (where default / Enforcement action is required)
- Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone.), Employers etc.
- Enable potential Buyers of the property to make informed decisions about the tenant that they will be contractually bound to if the Proceed to purchase the property

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we cannot provide you with the lease / tenancy of the premises.

You can contact **National Tenancy Database Pty Ltd (NTD)** (ABN 65 079 105 025) ("NTD") by:

Telephone: (03) 9416 2366

Facsimile: (03) 9416 1640

Email: kim@ntd.ntd.au

In Person: 1/191 Johnstone Street, Fitzroy. VIC. 3055

From 21 December 2001, you can gain access to your personal information.

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **NTD**.

NTD also provides credit information on companies/directors applying for commercial leases. The real estate agent/property manager will advise **NTD** of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- **NTD's** parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to **NTD** the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises.

You can contact **TICA** (ABN 84 087 400 379) ("TICA") by:

Telephone: (02) 97433266

Email: enquiries@tica.com.au

In Person: P.O. Box 120, Concord NSW 2137

From 21 December 2001, you can gain access to your personal information.

TICA collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **TICA**.

TICA also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise **TICA** of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

TICA usually discloses information to:

- Licensed real estate agent members
- Credit Bureaus

If your personal information is not provided to **TICA** the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises'

By Signing this document the tenant has agreed that it has been read in full.

Signed by the Applicants:

Signature Date Print Name

Signature Date Print Name

Pages including cover page:		DATE:	
To: Property Manager		From:	
Company:		Position:	
Fax:		Fax	
Message: The following person has applied for tenancy through our office.			
Name:			
Property:			
Were the applicants the actual lessees at the above address?		YES	NO
What was the date the tenancy commenced and ended?		to	
Please state weekly rental amount		\$	
During the tenancy did the applicant receive any Breaches/Terminations		YES	NO
If yes, how many have been issued and why			
Did your office Terminate the tenancy?		YES	NO
If yes for what reason?			
Were Routine Inspections carried out		YES	NO
Were any re-inspections required?		YES	NO
If yes, why			
Was there cause to report any defaults to TICA		YES	NO
Were there pets kept at the residence		YES	NO
If yes, were there any problems? (give details)			
Were any deductions made from the Bond?		YES	NO
If yes, please give details and amounts			
Would your Agency rent to again		YES	NO
Other information			
Details Verified by: (Please print name)		Signature:	
If possible please provide copy of tenants rental ledger		YES	NO

Privacy act 1988 Collection Notice – Application For Tenancy

I/We authorise you to obtain information from references, Tenant databases, employers and credit providers named in this application. The personal information the prospective tenant/s provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. 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.

Applicant 1:..... Date:.....

Applicant 2:..... Date:.....

Applicant 3:..... Date:.....