



## Pre- Application Information

Thankyou for your enquiry regarding our available rental properties. To assist you in the process of applying for a property, we provide the following:

### Select a Property with City & Country Realty

- Via internet or our rental lists choose which property/s you are interested in
- Drive-by the properties for location suitability
- Contact to arrange an appointment to inspect the property
- We'll meet you at the property at the appointed time

### Application Process

- Collect an application form
- Complete the application and provide 100 Points of ID. This MUST include evidence of your income i.e.- Pay Slips x2 or Letter of Offer/ Contract, Centrelink documents AND photo ID.
- Provide documents to meet the 100 points of identification as the guide shows below. If you need assistance to complete the forms, please ask as we are here to help

#### 100 Points- Option List

Drivers License	40 points	Previous Tenancy Reference	20 points
Passport	40 points	Previous 2 Rent Receipts	20 points
18 + Card	40 points	Motor Vehicle Registration	10 points
Birth Certificate	30 points	Bank Statement	10 points
Other Photo ID	30 points	Telephone Account	10 points
Pay Slips x 2	30 points	Electricity Account	10 points

Please consult property manager if you cannot meet the 100 point requirement or for other ID accepted.

#### City and Country Realty Process

As your application is a high priority, we will endeavour to have an answer to you within 24-48 hours. Applications that are incomplete cannot be processed. If we are experiencing delays in ringing your contacts we will advise you.

#### Please Note;

- We are unable to accept bond transfers
- Each adult applicant must complete an application form
- Any occupant who is over the age of 18 years must complete an application form
- If accepted rental payments can be made online, by eftpos, cash or bank cheque

## Application for Residential Tenancy

<b>PROPERTY ADDRESS</b>	
<b>How did you find out about this property?</b>	<input type="checkbox"/> Rental List <input type="checkbox"/> Internet <input type="checkbox"/> Referral <input type="checkbox"/> Other
<b>Personal Details</b>	<b>Date of Birth:</b> <b>Drivers License No:</b> <b>Passport No:</b> <b>Place of Birth:</b> <b>Expiry Date:</b> <b>Expiry Date:</b>
<b>Contact Details</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b> <b>Email:</b>
<b>Full Name &amp; Address</b>	<b>Name:</b> <b>Address:</b>
<b>Current Rental Details</b>	<b>Agent/Landlord Name:</b> <b>Phone:</b> <b>Rent per week \$</b> <b>Email:</b> <b>Period Rented:</b>
<b>Previous Rental Details</b>	<b>Address:</b> <b>Agent/Landlord Name:</b> <b>Phone:</b> <b>Rent per week \$</b> <b>Email:</b> <b>Period Rented:</b> <b>Was bond refunded in full: Yes / No Details:</b>
<b>Do you currently / previously own a property</b>	<b>Yes / No</b> <b>Address:</b> <b>Current / Previous</b>
<b>Employment</b>	<b>Current Employer:</b> _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <b>Your Position:</b> <b>Length of Employment:</b> <b>Phone:</b> <b>Net Weekly Income:</b> <b>Supervisors Name:</b> <b>Email:</b>
<b>Previous Employment</b>	<b>Previous Employer:</b> _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <b>Your Position:</b> <b>Length of Employment:</b> <b>Phone:</b> <b>Net Weekly Income:</b> <b>Supervisors Name:</b> <b>Email:</b>
<b>If Self Employed</b>	<b>Business/Company Name:</b> _____ <b>Address:</b> <b>Type of Business:</b> <b>ABN:</b> <b>Accountants Name:</b> <b>Length of Employment:</b> <b>Phone:</b>
<b>If a Student or Not Currently Employed</b>	<b>Student ID#</b> <b>Course:</b> <b>Institution:</b> <b>Duration</b> <b>(Note verification of income source must be provided)</b> <b>Currently not employed</b> <input type="checkbox"/> <b>Please indicate documents supplied with this application to confirm income</b> <input type="checkbox"/> Centrelink <input type="checkbox"/> Austudy <input type="checkbox"/> Other
<b>Australian Citizen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No - copies of passport and visa attached
<b>Pets</b>	<b>Type of Pets:</b> <b>Number</b> <b>Council Registered: Yes/No Which:</b>
<b>Vehicles</b>	<b>Total number of vehicles to be kept at premises:</b> <b>Rego:</b> <b>State:</b> <b>Model</b> <b>Rego:</b> <b>State:</b> <b>Model:</b> <b>Rego:</b> <b>State:</b> <b>Model:</b>
<b>Occupancy Details</b> (Full names, address and ages of people including children who will reside at	<b>Name:</b> <b>Address:</b> <b>DOB:</b>  <b>Name:</b> <b>DOB:</b>

the premises)	<b>Address:</b>  <b>Name:</b> <b>DOB:</b> <b>Address:</b>  <b>Name:</b> <b>DOB:</b> <b>Address:</b>		
<b>Emergency Contact</b> (Details of closest relative/person who will not be residing with you)	<b>Name:</b> <b>Address:</b> <b>Phone:</b>	<b>Relationship:</b>  <b>Mobile:</b>	
<b>Personal References</b> (cannot be family or persons to reside at the premises with you)	<b>Name:</b> <b>Address:</b> <b>Phone:</b>	<b>Mobile:</b>	<b>Relationship:</b>  <b>Work:</b>
	<b>Name:</b> <b>Address:</b> <b>Phone:</b>	<b>Mobile:</b>	<b>Relationship:</b>  <b>Work:</b>

**I confirm the following:**

1. Have you ever been evicted by any lessor or agent? ☐ Yes ☐ No
2. Is there any reason that would effect your ability to pay rent? ☐ Yes ☐ No
3. Are you in debt to another lessor or agent? ☐ Yes ☐ No
4. Was your rental bond refunded in full by previous agents/lessors? ☐ Yes ☐ No

During my inspection of the Property on \_\_\_/\_\_\_/\_\_\_ I found it to be in a satisfactory condition. ☐ Yes ☐ No.  
 If no I request the following items be attended to prior to my tenancy, subject to the Lessor's approval

.....  
 .....

**I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_/\_\_\_/\_\_\_.**

**Declaration**

I declare that the Application Information provided is true and correct. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my personal belongings. I understand that you, City and Country Realty, as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property- in particular to check my identification, my previous tenancies, my character and creditworthiness. For such purposes I authorise you, City and Country Realty, to contact the persons named in this application and to undertake enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. I consent to this Application being verified and to the access of Tenancy. I declare that I am not bankrupt or an undischarged bankrupt.

The applicant acknowledges that they have received or have available to them from the lessor or agent: any applicable by laws or body corporate details & Privacy Policy of the Agent before signing the application ☐ Yes ☐ No

**Name:**.....**Signature**.....**Date:**.....

# **TICA Statement & Privacy Act Acknowledgement Form**

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.  
All pricing includes GST.

## **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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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.

## **Further Information about TICA**

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with a rental property.

# 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 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 cannot process your application.

Agency Name: City and Country Realty (Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

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

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

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

## Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

**Signed by the Applicant(s)**

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

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