

Steele

PROPERTIES

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welcome@steeleproperties.com.au
82 Clarkson St, Nabiac NSW 2312
www.steeleproperties.com.au

ATTENTION ALL APPLICANTS

Please read the attached Tenancy Application form and Privacy Statement carefully before signing and producing the required documents to our Property Manager.

If you have any questions please ask one of our staff members, who are happy to assist, before signing.

Failure to complete any part of this application may result in a delayed or invalid application form.

- All applicants must provide **100 points of ID** to validate an Application.
- We check TICA for tenant histories.
- See the application form for further details.

Please provide items from the following list of documents for proof of **Identification totalling 100 points.**

Should you have difficulties in providing this identification please advise us prior to completing this application?

Drivers License / Passport / Proof of Age Card	30 Points**
Tenancy History Ledger / Previous Tenancy Agreement / Previous 4 Rent Receipts / Rental Bond Receipts.....	20 Points
Pay Advice (including Centrelink payments, Child Support etc.).....	15 Points *
Motor Vehicle Registration / Telephone / Mobile bill / Electricity / Gas Accounts / Council or Water Rates / Bank or Credit Card Statements / Pension Card / Health Care Card.....	15 Points
Medicare Card / Birth Certificate	10 Points

Note:-

1. ***You must have at least one of the 3 items marked with “**” next to the points***
2. ***And you must provide items marked with “*” next to the points.***
3. *If faxing copies of identification, on approval, you may be asked to provide originals for more accurate and clearer details for future reference e.g. Drivers Licence.*

TICA APPLICATION FOR TENANCY

PROPERTY ADDRESS.....

THIS APPLICATION IS MADE ON THE..... (DATE)

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I /We the said applicant/s declares that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I /We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I /We declare the following

1. I /We inspected the above property on the _____
2. I /We wish to apply to rent the above property for a period of _____ months commencing on _____
3. I /We agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I /We the applicant/s declares that I /we am /are not bankrupt and that I /we have not entered into any scheme of arrangement for payment of monies to any creditors. I /We further declare that I /we am /are not paying off any previous rental debt.
5. I /We authorise the agent to access and check any information that may be listed on me /us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I /We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me /us any reason for such rejection. I /We also agree that I /we will not raise any objection for not being provided a reason for any rejection of this application.
7. I /We agree and understand that in the event of this application being approved by the agent, the agent 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 /We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I /We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.
9. I /We agree that no keys for the property will be provided by the agent to me /us until such time as all monies owed are paid in full in accordance with clause 8 above
10. I /We agree that I /we will abide by the policies of the office of the agent as may be provided to me /us in relation to this tenancy.
11. I /We agree to allow the agent to photocopy the information supplied by me /us for their records.
12. I /We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I /We further agree that I /We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agents Signature

First APPLICANT's Details

SURNAME _____ Given Name/s _____

D.O.B. ____/____/____ Drivers Lic. _____ Passport _____

LAST Suburb _____ State _____

(Home) _____ (Work) _____ (Mobile) _____

(Email) _____

VEHICLE Type _____

Rego _____ Owned or Financed at _____ / month with _____

OCCUPANTS: Adults _____ Children _____ Ages _____

CURRENT EMPLOYER _____ Occupation _____

Work address _____

Income/wk \$ _____ Phone _____ Contact _____

Period of Employment _____

PREVIOUS EMPLOYER _____ Occupation _____

Work address _____

Income/wk \$ _____ Phone _____ Contact _____

Period of Employment _____

Other **ADDITIONAL INCOME** or Benefits Received _____ Amount \$ _____

PET/s Owned _____ Breed/s _____

Registered _____

PRESENT ADDRESS: _____

Agent / Landlord

Period of Occupancy _____ Rent Paid _____ / week Or Owned / Mortgaged

Bond \$ _____ Phone _____ Contact _____

Reason for leaving _____

(Continued over page)

PREVIOUS Address: _____

Agent / Landlord _____

Period of Occupancy _____ Rent Paid \$ _____ /week or Owned/ Mortgaged

Address _____

Bond \$ _____ Contact _____ Phone _____

Reason for leaving _____

Person to **Contact in an Emergency.** Name _____

Address _____ Phone _____

Nearest Relative Not living with you. Name _____

Address _____ Phone _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details-

COMPANY or BUSINESS NAME _____

Address _____ Phone _____

Lessor /
Agent _____

ACN or ABN _____ Date Formed _____

Accountant _____ Contact _____

The following questions must be answered.

1. Has your tenancy ever been terminated by a landlord or agent? Yes/No
If yes, give details _____
2. Have you ever been refused a property by any landlord or agent? Yes/No
If yes, give details _____
3. Are you in debt to another landlord or agent? Yes/No
If yes, give details _____
4. Have any deductions ever been made from your rental bond? Yes/No
If yes, give details _____
5. Is there any reason known to you that would affect your future rental payments? Yes/No
If yes, give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth
of the above answers in assessing the application for tenancy.

Second APPLICANT's Details (if required)

SURNAME _____ Given Name/s _____

D.O.B. ____/____/____ Drivers Lic. _____ Passport _____

LAST Suburb _____ State _____

(Home) _____ (Work) _____ (Mobile) _____

(Email) _____

VEHICLE Type _____

Rego _____ Owned or Financed at _____ / month with _____

OCCUPANTS: Adults _____ Children _____ Ages _____

CURRENT EMPLOYER _____ Occupation _____

Work address _____

Income/wk \$ _____ Phone _____ Contact _____

Period of Employment _____

PREVIOUS EMPLOYER _____ Occupation _____

Work address _____

Income/wk \$ _____ Phone _____ Contact _____

Period of Employment _____

Other **ADDITIONAL INCOME** or Benefits Received _____ Amount \$ _____

PET/s Owned _____ Breed/s _____

Registered _____

PRESENT ADDRESS: _____

Agent / Landlord _____

Period of Occupancy _____ Rent Paid _____ / week Or Owned / Mortgaged _____

Bond \$ _____ Phone _____ Contact _____

Reason for leaving _____

(Continued over page)

PREVIOUS Address: _____

Agent / Landlord _____

Period of Occupancy _____ Rent Paid \$ _____/week or Owned/ Mortgaged

Address _____

Bond \$ _____ Contact _____ Phone _____

Reason for leaving

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Lessor / Agent _____

ACN or ABN _____ Date Formed _____

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If yes, give details _____
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If yes, give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

Privacy Act Acknowledgement Form For Tenant Applicants and 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 (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member Name **Steele Properties – Mid North Coast Real Estate**
Address **82 Clarkson Street, Nabad NSW 2312**
Phone **02 6554 1107**
Email **property@steeleproperties.com.au**

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

Primary Purpose

Before a tenancy 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 to assess the risk to our clients 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 our clients

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 seeking 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 your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

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 as an asset manager. Consequently we cannot provide you with the property you 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 (ABN 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: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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 license 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 under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and 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.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date

Witnessed