

165 Leura Mall
 LEURA NSW 2780
 Ph: (02) 4784 1939
 Fax: (02) 4784 3274
 Email: reception@downerandmaher.com.au



TENANCY APPLICATION FORM

Downer & Maher Real Estate welcomes your Tenancy Application and any queries you may have. The following information will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

1. **One completed Tenancy Application per person.**
2. This Application must be accompanied by copies of documents from those listed below for the **100 points identification check. PLEASE NOTE THIS MUST INCLUDE PROOF OF INCOME & A DRIVER'S LICENCE, OR PASSPORT.**

| | | | | | |
|--------------------------|------------------------------|----|--------------------------|---------------------------------|----|
| <input type="checkbox"/> | Driver's Licence or Passport | 40 | <input type="checkbox"/> | Previous two (2) Rent Receipts | 20 |
| <input type="checkbox"/> | Birth Certificate | 30 | <input type="checkbox"/> | Motor Vehicle/Bike Registration | 10 |
| <input type="checkbox"/> | Other Photo ID | 30 | <input type="checkbox"/> | Bank Statement | 10 |
| <input type="checkbox"/> | Current Wage Advice | 30 | <input type="checkbox"/> | Telephone Account | 10 |
| <input type="checkbox"/> | Previous Tenancy Reference | 30 | <input type="checkbox"/> | Electricity/Gas Account | 10 |
| TOTAL POINTS | | | | | |

3. Once the Tenancy Application is completed, please fax, email or drop the Application into our office.
4. Applicants are required to inspect the premises prior to final approval of the Application.
5. If the Application is approved, a Holding Fee equal to one week's rent is to be paid by EFT, Money Order or Bank Cheque within 12 hours of acceptance. If after leaving a Holding Fee on a property, the Applicant decides to withdraw, the full amount of the Holding Deposit will be forfeited to the landlord.
6. The holding fee will be allocated towards the initial rent for the premises.
7. The Applicant is required to pay a bond equivalent to four weeks rent and an initial two weeks rent, prior to the commencement of the lease agreement.

Rental Property:

| |
|------------------|
| Property Address |
|------------------|

Tenancy Requirements:

| | | |
|-------------------|------------------------|-------------------|
| Length of tenancy | Rent \$ _____ per week | Commencement Date |
|-------------------|------------------------|-------------------|

Occupancy Details:

| | | | |
|--|------------------------------------|----------------|-----------------------|
| No. of occupants who will live in this property? | No. and ages of children - if any? | Pets - if any? | Smoker or Non-smoker? |
|--|------------------------------------|----------------|-----------------------|

Applicant's Details:

| | | |
|------------|------------|--------------|
| Name | Email | |
| Address | | |
| Home Phone | Work Phone | Mobile Phone |

Applicant's Identification Details:

| | | |
|-----------------|-------------------------|---------------------------------|
| Date of Birth | Driver's Licence Number | Driver's Licence State of Issue |
| Passport Number | Country of Issue | Car Rego |

Emergency Contact Details:

| | | |
|-----------------|------------------|---------------|
| Name | Relationship | Contact Phone |
| Passport Number | Country of Issue | Car Rego |

Personal/Business References: (not relatives)

| | | |
|------|------------|---------------|
| Name | Occupation | Contact Phone |
| Name | Occupation | Contact Phone |

Current Rental Details:

| | | |
|--------------------------|---|--|
| Current Rent \$ per week | How long did you live there? months / years | Reason for leaving |
| Agent/Landlord | Work Phone | Was your bond refunded in full? YES / NO |

Previous Rental Details:

| | | |
|----------------------------|------------------------------|--|
| Previous Property Address: | | |
| Current Rent \$ per week | How long did you live there? | Reason for leaving |
| Agent/Landlord | Work Phone | Was your bond refunded in full? YES / NO |

Current Employer:

| | | |
|---|--------------------------------|---------------------------------|
| Current Employer (Company Name & Address) | | |
| Contact Name (Manager) | Contact's Work Phone | Your Position |
| Length of Employment months / years | Net Income \$ per week / month | Full Time, Part Time or Casual? |



Previous Employer: (complete if current employment is less than 6 months)

| | | |
|---|--------------------------------|---------------------------------|
| Current Employer (Company Name & Address) | | |
| Contact Name (Manager) | Contact's Work Phone | Your Position |
| Length of Employment months / years | Net Income \$ per week / month | Full Time, Part Time or Casual? |

Property Occupancy Details:

| | | | |
|------|-----|------|-----|
| Name | Age | Name | Age |
| Name | Age | Name | Age |

Free Utility Connection Service:

| | |
|---|--|
|   myconnect is a FREE and easy to use utility connection service | <p>Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</p> |
| <input checked="" type="checkbox"/> Yes, Please Contact Me | |
| <input type="checkbox"/> Interpreter required | |
| Phone: 1300 854 478 Fax: 1300 854 479 Email: enquiry@myconnect.com.au Web: www.myconnect.com.au | <input type="checkbox"/> Tick here to opt out |

I confirm the following:

- | | |
|---|--|
| | Detail |
| 1. Have you ever received a termination notice by any Landlord or Agent? | <input type="checkbox"/> No Yes _____ |
| 2. Have you been refused another property by a Landlord or Agent? | <input type="checkbox"/> No Yes _____ |
| 3. Do you have any outstanding arrears or debts with another Landlord or Agent? | <input type="checkbox"/> No Yes _____ |
| 4. Have you ever attended the CTTT or Residential Tenancy Tribunal? | <input type="checkbox"/> No Yes _____ |
| 5. I have the capacity to pay my weekly rent & any charges when they are due. | <input type="checkbox"/> No Yes _____ |

**PRIVACY DISCLOSURE STATEMENT OF
Downer & Maher Real Estate
165 Leura Mall LEURA 2780**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA), TRA and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au, www.tradingreference.com and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Downer & Maher Real Estate** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Downer & Maher Real Estate and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Downer & Maher Real Estate will destroy your documents to Comply with privacy legislation;

If you do not complete this form, or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant Property, or if considered, may be rejected due to insufficient information to enable a proper assessment of the application.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Downer & Maher Real Estate and authorise Downer & Maher Real Estate to collect information about me from:

- My previous letting Agents and/or Landlords;
- & My personal referees, employers and all other references on this application;
- & Any Tenancy Default Database (including TICA, TRA & NTD) which may contain personal information about me. I also authorise Downer & Maher Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA, TRA and NTD.

I also authorise Downer & Maher Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

In addition to postal mail, I agree to be contacted by electronic and or SMS methods.

DECLARATION OF PROPERTY CONDITION

I understand and agree that during my inspection of this property, I found it to be in a reasonably clean condition. **YES / NO**
If no, I believe the following items are required before the tenancy commences and acknowledge that they are subject to the landlord's approval. _____

Applicant's Name

Applicant's Signature

Date

Time

Contact Number



PUBLIC ENQUIRY DEPARTMENT

P.O BOX 120
CONCORD NSW 2137

TEL: 1902 220 346

Calls charged at \$5.45 per minute, higher from mobile & payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, 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, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

The Agent may also take into account 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:

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 I owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. 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.

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 Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____