



# PROPERTY LEASING SPECIALISTS

[www.propertyleasingspecialists.com.au](http://www.propertyleasingspecialists.com.au)

31 Mackellar Circle Springwood NSW 2777

Office: 0247519585

Mobile: 0414544759

Email: melissanott@westnet.com.au

License Number: 879 281

ABN: 53 986 170 841

## APPLICATION FOR TENANCY

### OFFICE SECTION

Application approved:	Yes/No
Date approved:	
Signed:	
Supporting Documents Attached	Yes/No

PROPERTY DETAILS	COMMENCEMENT DATE
ADDRESS OF PROPERTY YOU WOULD LIKE TO LEASE	
Postcode	
Rent : \$ per week \$ per month	Lease Term: Months Years
Bond: \$ (4 weeks rent)	Adults: Children/Ages

### PERSONAL DETAILS

Title:	Given Name/s:	Last Name:
D.O.B:		
Current Address:		Postcode:
Email:	Home Phone:	
Mobile:	Work Phone:	
Drivers License Number:	Passport Number:	
Make/Model of Car:	Medicare Number:	
Smoker : Yes / No	Marital Status:	Pet/s (no.): Breed:

### RENTAL HISTORY

Current Address:	Postcode:
Why are you leaving current address:	
Landlord/Agent Name:	Phone Number:
Length of stay at current address : Years Months	Weekly Rent: \$
Previous Address:	Postcode:
Landlord/Agent Name:	Phone Number:
Length of stay at current address: Years Months	Weekly Rent: \$



## EMPLOYMENT HISTORY

Occupation:		Full Time / Part Time / Casual
Employers Name:		Phone number:
Employers Address:		Net Income:
		<b>Extra Income obtained through Centrelink/Child support etc</b>
Length of Employment:		\$ per week \$ per fortnight
Previous Employment		Full Time / Part Time / Casual
Employers Name:		Phone number:
Employers Address:		Net Income:
		<b>Extra Income obtained through Centrelink/Child support etc</b>
Length of Employment:		\$ per week \$ per fortnight

\* If currently not employed please attached current benefit or self funded benefit statement.

## CONTACT/REFERENCES

<b>Emergency Contact</b>	
Name:	Mobile:
Relationship:	Home:
Email:	Work:
<b>Personal References:</b>	
Name:	Mobile:
Relationship:	Home:
Email:	Work:
Name:	Mobile:
Relationship:	Home:
Email:	Work:

## SUPPORTING DOCUMENTS REQUIRED

- Section 1 Drivers Licence, Passport, Proof of Age Card, Student ID
- Section 2 Rates Notice, Copy of Gas, Water Electricity A/C (if not renting as proof of ownership)
- Section 3 3 Copies of latest payslips
- Section 4 Copy of Current rent ledger
- Section 5 Copy of other supporting income documents from Centerlink Etc
- Section 6 Previous Tribunal orders if any
- Section 7 Pet Registration papers and/or companion certificate

**\* Please note this application will not be processed until all supporting documents are attached and the attached Declaration on page 3 and the Privacy Act Acknowledgement form on page 4 of this application has been read and signed by the Applicant**



## DECLARATION BY APPLICANT

I, DECLARE AND AGREE TO THE FOLLOWING:

1.  A holding fee of one weeks rent will be required if/when this application is approved. If the applicant decides not to enter into such an agreement, and the premises where not let or otherwise occupied during the period they were reserved, the landlord's agent may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder of the fee (if any). If the residential tenancy agreement is entered into, the fee is to be paid towards rent for the residential premises concerned.
2.  Agree that if/when this application is approved, the following monies will be payable: two weeks rent in advance and four weeks bond (which is equal to 4 weeks rent ), less holding deposit paid (if applicable)
3.  I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors.
4.  I am not paying off any previous rental debt.
5.  I authorise the agent to access and check any information that may be listed on any tenancy database which may be available.
6.  I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose 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 by the agent, the agent may report any defaults that may occur from time to time in any tenancy database which may be available. I understand that in the event of a default being reported to any tenancy database, 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 the agent by cash.
9.  I agree that no keys for the property will be provided by the agent until such time as all monies owed are paid in full in accordance with clause 8.
10.  I agree that I will abide by the policies of the office of the agent as may be provided in relation to this tenancy.
11.  I agree to allow the agent to photocopy the information supplied for their records.
12.  If you dispute part of all of the amount specified in this statement, and you have been unable to resolve the dispute, you may apply to the Consumer, Trader and Tenancy Tribunal for a determination of the matter. By law legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.
13.  I have made my own enquiries regarding the working condition/availability of telephone lines, pay television services and/or ADSL/broadband connections. I accept that the landlord has the right to refuse to repair/provide/reimburse for cost of installation for such services in the event that they are not working or are unavailable.
14. I declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

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

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



## PRIVACY ACT ACKNOWLEDGEMENT FORM

This form provides information about how we at **Property Leasing Specialists** handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to the disclosure 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 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 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 the tenancy we may need to disclose your personal information to: \* Tradespeople to contact you for repairs and maintenance of the property \* Refer to Tribunal 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: 1902 220 346 calls are charged per minute including GST (higher from mobile or pay phone) \*Mail: TICA Public Inquiries; PO Box 120, Concord NSW 2137.

**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. 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 a rate per minute including GST (higher from mobile or pay phone). 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.

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

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