

A-Karma Courts

1/18 Ackama Street
Algester
Qld 4115

Nanshan Pty Ltd
Ph (07) 3711 7144
Fax (07) 3711 7184
Mobile 0401 269 864
Email nanshanproperty@gmail.com

Tenancy Application Note

We require the following information to be supplied to process an application.

If you are unable to supply specific items, please advise us when lodging the application.

1. Photograph identification – Passport or Drivers License
2. Reference from Previous Landlord or agent (including contact details)
3. Proof of last residential address, ie; Utility account like Electricity or Phone, Bank Statement, Vehicle registration etc
4. Copies or last 4 rental receipts or Rental Journal from last agent
5. Supporting proof of income, Bank account showing last 4 pay dates or last 4 pay slips

On approval the application is required to pay one weeks rent to secure the property. If this is not received within 48 hours, the property may be let to another applicant.

Applications can only be processed once all the required information has been received.

Our office reserves the right to allow for any changes or additions of the above. Should an applicant not provide the information requested then the application may not be processed.

Please ask about our pet policy, at this point no pets are allowed.

Julia Liu
Resident Unit Manager

DISCLAIMER / AUTHORITY

I the said applicant do solemnly and sincerely declare that the information contained in the application is true and correct, and that all the information was given by own free will. I further authorize the letting agent to contact and/or conduct any enquires and/or searches with regards to the information and references supplied in this application.

I have been informed, understand and agree to the conditions listed below numbered 1-9 and declare I have the legal capacity to enter into a Tenancy Agreement

1. I have inspected the property located **at Unit _ / _18 Ackama street, Algester.**
2. I have on my own accord decided that I wish to rent the property commencing **___/___/___** for an initial period of 6 months and that the rental amount for the property is to be **\$___/week** and that this amount is within my means to support. The rental for the said property is to be paid weekly/fortnightly and is to be always 2 weeks in advance.
3. The bond for the aforesaid property will be **\$___** and I undertake to pay the bond and the first two weeks rent on signing the tenancy agreement.
4. The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy submitted by me. Once I decide not to go ahead with the agreement prior to signing the lease the holding deposit in nonrefundable.
5. Nanshan Pty Ltd is a cashless office and if my application is successful. I am to arrange for the rent to be paid by Direct Debit, Agent deposit or Internet transfer.
6. I understand that rent receipts are issued at the discretion of Nanshan Pty Ltd and acknowledge that if requested a tenant's ledger can be supplied to me.
7. Should there be a requirement to commence proceedings for the recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of tenancy agreement all cost associated with these proceedings shall be able to be recovered from me.
8. If this application is not accepted the agent is not required or obligated to disclose why, or supply any reason for the rejection of the application.

Should this application for unsuccessful, all information will be destroyed.

If your application is successful and you subsequently default in your Rental Payments over the bond amount or a Tribunal order is used to you, your name will be automatically listed nationwide as a defaulting tenant with TICA in accordance with the Privacy Act.

In accordance with section 18n(1)(b) of the Privacy Act, I/We authorize you to give information or obtain any information from all Credit providers, Real Estate Agents, Private Landlords, Tenant Databases and references named in this application. I understand that this can include information about my credit worthiness, credit standing, credit history, credit capacity or tenant history. I understand this information may be used to access my application. All information on this application will be verified.

SIGNATURE OF FIRST APPLICANT.....DATE.....

SIGNATURE OF 2ND APPLICANT.....DATE.....

SIGNATURE OF WITNESS.....DATE.....

1st Applicant

<u>Full Name</u>				<u>Date of Birth</u>	
<u>Contact Ph Numbers</u>	<u>Home</u>		<u>Work</u>		<u>Mobile</u>
<u>Email Address</u>					
<u>Current address</u>					
<u>Period of occupancy, mths/Yrs</u>				<u>Current rent paid</u>	
<u>Reason for leaving</u>				<u>Full bond refunded</u>	YES / NO
<u>Agent or owner</u>				<u>Ph Number</u>	
<u>Occupation</u>				<u>Weekly income (Net)</u>	\$
<u>Employer</u>				<u>Contact name & Position</u>	
<u>Employer Phone numbers</u>	<u>Office:</u>		<u>Mobile:</u>		
<u>Length of time in current position</u>					
<u>Vehicle</u>	<u>Make/Model</u>				
<u>Children living with applicant</u>	<u>Number</u>		<u>Ages</u>		
<u>Next of Kin</u>	<u>Name</u>	<u>Address</u>			
	<u>Ph Home</u>		<u>Mobile</u>		

2nd Applicant

<u>Full Name</u>				<u>Date of Birth</u>	
<u>Contact Ph Numbers</u>	<u>Home</u>		<u>Work</u>		<u>Mobile</u>
<u>Email Address</u>					
<u>Current address</u>					
<u>Period of occupancy, mths/Yrs</u>				<u>Current rent paid</u>	
<u>Reason for leaving</u>				<u>Full bond refunded</u>	YES / NO
<u>Agent or owner</u>				<u>Ph Number</u>	
<u>Occupation</u>				<u>Weekly income (Net)</u>	\$
<u>Employer</u>				<u>Contact name & Position</u>	
<u>Employer Phone numbers</u>	<u>Office:</u>		<u>Mobile:</u>		
<u>Length of time in current position</u>					
<u>Vehicle</u>	<u>Make/Model</u>				
<u>Children living with applicant</u>	<u>Number</u>		<u>Ages</u>		
<u>Next of Kin</u>	<u>Name</u>	<u>Address</u>			

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 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 can not process your application.

Member Name: **Nanshan Pty Ltd**

Address: **1/18 Ackama St, Algester, Qld 4115**

Ph: **0401 269 864**

Email: nanshanproperty@gmail.com

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 plus stamped self addressed envelope is required.

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 / /
 Day Month Year

Witnessed _____