

Residential Tenancy Application Form

» Each occupant over the age of 18 must complete a separate application form.

» Your application will not be processed if it is not filled in completely and all the correct documents are attached

1. Property Applying For		4. Personal Details	
Address		Title	
Suburb	Postcode	First Name	
Lease term	Years Months	Last Name	
Lease commencement date / /		Previous family/last name (if applicable)	
Rent Amount			
Name of other applicant 2		Date of Birth / /	
Name of other applicant 3		Marital Status	
Name of other applicant 4		Driver's license No:	State
2. If Self-Employed, please complete the following		18+Card No:	State
Company Name		Passport No:	Country
ABN		Medicare No:	
Company Address		Email	
Suburb			
Business type	Postcode	Mobile Phone	
Position held		Work Phone	
Accountant Name		Home Phone	
Accountant Phone			
Solicitor Name		No of car's to be parked on premise:	
Solicitor Phone		No of motor bike's to be parked on premise:	
3. If you receive a Centrelink Payment		Vehicle 1 Rego No	State
Total amount received fortnightly		Vehicle 2 Rego No	State
Type of Payment		Vehicle 3 Rego No	State
CRN Number		Vehicle 4 Rego No	State

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G01, 25-31 Railway Road
Quakers Hill NSW 2763

5. Current Situation			8. Previous Rental History		
Address			Address		
Are you the <input checked="" type="radio"/> Owner <input checked="" type="radio"/> Tenant			Are you the <input checked="" type="radio"/> Owner <input checked="" type="radio"/> Tenant		
Duration at this address Years Months			Duration at this address Years Months		
<i>Please complete the below if you are a tenant</i>			<i>Please complete the below if you are a tenant</i>		
Name of Landlord/Agency			Name of Landlord/Agency		
Phone Number			Phone Number		
Rent paid per week			Rent paid per week		
Reason for leaving			Reason for leaving		
Was bond repaid in full? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No			Was bond repaid in full? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No		
If no, please provide details:			If no, please provide details:		
6. Current Employment Details			9. Previous Employment Details		
<input checked="" type="radio"/> Full time <input checked="" type="radio"/> Part time <input checked="" type="radio"/> Casual <input checked="" type="radio"/> Contract			<input checked="" type="radio"/> Full time <input checked="" type="radio"/> Part time <input checked="" type="radio"/> Casual <input checked="" type="radio"/> Contract		
<input checked="" type="radio"/> Unemployed <input checked="" type="radio"/> Student			<input checked="" type="radio"/> Unemployed <input checked="" type="radio"/> Student		
Company Name			Company Name		
Contact Person			Contact Person		
Their Position			Their Position		
Company Address			Company Address		
Phone Number			Phone Number		
Email			Email		
Length of employment			Length of employment		
Your Position			Your Position		
Nett weekly income (excl. overtime)			Nett weekly income (excl. overtime)		
7. If you are a student			10. If you were a student		
<input checked="" type="radio"/> Full time <input checked="" type="radio"/> Part time			<input checked="" type="radio"/> Full time <input checked="" type="radio"/> Part time		
Are you an overseas student <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No			Are you an overseas student <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No		
If yes, visa expiry date			If yes, visa expiry date		
Name of Learning Institution			Name of Learning Institution		
Department			Department		
Student Union Number			Student Union Number		
Student ID Number			Student ID Number		
Income Source			Income Source		

Contact	Contact			
Nett Weekly Income	Nett Weekly Income			
11. Other Information	12. Emergency Contact (not living with you)			
Number of persons occupying the property	Name			
Please specify the ages of any children	Relationship			
Do you have pets <input type="radio"/> Yes <input type="radio"/> No	Phone			
If yes, please request a copy of our pet application form from our office. You will need to complete this and attach with your application and also photos of all pets to occupy the property. We have a strict "outside pets" only policy.	Address			
13. References – Please complete all 4, they must not reside with you and must not be your emergency contact				
1. Name	Relationship			
Address				
Known For	Years	Months	Home Phone:	Mobile:
2. Name	Relationship			
Address				
Known For	Years	Months	Home Phone:	Mobile
3. Name	Relationship			
Address				
Known For	Years	Months	Home Phone:	Mobile
4. Name	Relationship			
Address				
Known For	Years	Months	Home Phone:	Mobile
14. Cost of Starting a Tenancy				
<i>If/When your application is approved, you will be required to pay the amounts below</i>				
Holding Deposit	1 weeks rent	Due immediately (<u>non-refundable</u>) – forms 1st week of rent in advance		
Bond	4 weeks rent	Due by no later than time of signing the lease		
2 nd weeks rent in advance	1 weeks rent	Due by no later than time of signing the lease		
Total amount required upfront is equivalent to 6 weeks rent				
15. Social Housing/Aged Care Declaration				

Have you made an application for accommodation in any social housing, as defined under the Residential Tenancies Act 2010 or aged care facility? Yes No - If Yes, date application was made: //

Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed

AVAILABILITY OF PHONE LINES, TV POINTS ETC

The availability of telephone lines; internet services; analogue , digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and a confirmation email sent through detailing the terms of which your application has been approved.

No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date agreed to for whatever reason.

BOND PAYMENT

A “pending bond payment” will be lodged electronically with Rental Bonds. A link will be sent to you via email inviting you to sign up and make the payment of the bond directly to Rental Bonds. By law all residential tenancy bonds must be held with Rental Bonds and not with the agent or landlord, if a bond is paid directly to the agent it must be paid by MONEY ORDER OR BANK CHEQUE ONLY and made payable to “Rental Bonds” this must accompany a signed bond lodgement form. Under no circumstances will personal cheques be accepted for this payment. Bond transfers are NOT accepted.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will not be contacted. All applications are held by our office for a period of 14 days and then disposed of.

Signed By Applicant _____

Print Name: _____

Date: _____

Witness: _____

RENT PAYMENT

I acknowledge the Agent’s preferred payment method is Payment Gateway and tenants are charged for the use of the Payment Gateway service by a third party payment processor – IP Payments.

The fees for the use of the service are:

- » Bank Account: \$1.65 inc GST
- » Credit Card: \$2.2% inc GST
- » BPAY: \$3.00 inc GST
- » Australia Post \$4.00 inc GST

I acknowledge that due to bank processing times, payments made via Payment Gateway are **required to be paid 4 business days prior to the due date.**

Due to bank processing times; ideally rent payments should commence the day you move in

I understand that the Agent will also offer me an alternative facility to pay rental and other payments to the agency by Cheque (bank, personal or money order) or Deduction from Pay/Centrepay

I acknowledge that it is the office’s policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed By Applicant _____

Print Name: _____

Date: _____

Witness: _____

Tenancy Privacy Statement

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, HAUS Property collects personal information we have about you, you can contact us by the following ways:
Address: 4 Douglas Road, Quakers Hill NSW 2763 Phone: 02 9626 7766 Email: hausproperty.com.au

As professional property managers we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:


The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and relevant Tenancy Databases which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of: 1. The name of the database and the person who listed the information 2. The tenant's information held in the database 3. How the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

PLEASE NOTE: The application is subject to the owner's approval and may take 2 – 3 days to process.

Signed by Applicant	Print Name	Date	/	/
Signed by Witness	Print Name	Date	/	/

On The Move – Free Utilities Connection Service	
 <p>Let On The Move reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost! We will contact you within 2 hours to confirm!</p> <p>Ph: 1300 850 360 Fax: 1300 661 160 sales@onthemove.com.au</p> <p>ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL</p>	<p>By ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.</p> <p>On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.</p>
<input type="radio"/> YES!! I would like On The Move to contact me.	
Signed	Date

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CHECKLIST FOR APPLICATION

Before my application will be considered, I have attached copies of the following:

- 0 Copy of my current driver's license, passport, 18+ Card
- 0 Copy of my current Medicare or Healthcare Card
- 0 Copy of my proof of income (last 4 payslips or Centrelink Statement)
- 0 Copy of the last 60 days bank statement
- 0 Copy of my tenancy ledger (if applicable)
- 0 Copy of my gas, electricity, telephone or car registration papers (only provide 1)
- 0 Completed Pet Application Form (if applicable)
- 0 Signed and dated on pages 4 & 5

*If you are unable to provide copies of the above, please contact our office before submitting your application

OUR OFFICE DOES NOT PROVIDE PHOTOCOPYING SERVICES, YOU MUST PROVIDE YOUR OWN COPIES.



**PUBLIC ENQUIRY
DEPARTMENT**

P.O. BOX 120
CONCORD NSW 2137

TEL: 150 222 0548
On 1 charges and F&E per minute.
Inquiries include and overseas

ABN: 84 087 400 378

TICA Privacy Disclosure Form

This form provides information about how your personal information, as required by the National 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

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 / owners.

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 National Privacy Principles in the Privacy Act 1988, TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 378) 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 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 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 \$14.50

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: _____

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