



APPLICATION FOR TENANCY

Attention Applicants

Before any applications will be considered, each applicant must complete their own application and achieve a minimum 100 check points

*** We will require at least 1 copy of Photo ID to be supplied**

*Drivers Licence	40 Points
*18 + Card/Photo ID	40 Points
Current Bank Key Card	10 Points
Current Medicare Card	10 Points
Last 4 Rent Receipts	50 Points
Current Payslip / Centrelink Income Statement	30 Points
Passport	30 Points
Current Vehicle Registration	10 Points
Current Rates Notice	10 Points
Reference from Previous Landlord/Agent	20 Points
Previous Telstra, Electricity, Gas Account or Bank Statement	10 Points
Copy of Birth Certificate	10 Points



37 Linsley Street

COBAR NSW 2835

PH: 02 6836 2234

AH: 0408 362 268

FX: 02 6836 3163

AH: 0408 362 237

Application for Tenancy

1. PROPERTY DETAILS

Address of property you would like to apply for: _____

Lease commencement date: ___ / ___ / ___ Preferred Rent pw: \$ _____

Preferred Lease Term: 3 months 6 months 12 months

2. APPLICANT DETAILS

Surname: _____ Given Names: _____

Phone(H): (___) _____ Phone(W): (___) _____ Mobile: _____

E-mail: _____ Date of Birth: ___ / ___ / _____

Drivers Licence/18+ card No. _____ State: _____

Passport No. _____ Country: _____

Pension No. _____ State: _____

Smoker: YES NO

3. APPLICANTS RESIDENTIAL HISTORY

3.1 Current Address: _____

Period of Occupancy: _____ Situation: **Renting** **Owned**

Boarding/Sharing **Living with Parents** **Other** _____

Landlord/Agent (if applicable) Name: _____ Phone: (___) _____

Rent: \$ _____ **wkly / frntly / mnthly** Reason for leaving: _____

3.2 Previous Address (if applicable): _____

Period of Occupancy: _____ Situation: **Renting** **Owned**

Boarding/Sharing **Living with Parents** **Other** _____

Landlord/Agent (if applicable) Name: _____ Phone: (___) _____

Rent: \$ _____ **wkly / frntly / mnthly** Reason for leaving: _____

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3. APPLICANTS RESIDENTIAL HISTORY Continued...

3.3 Have you ever been evicted from a premises: YES NO

If Yes please give reasons why: _____

Are you currently in debt to any landlord/Agent: YES NO

If Yes what is outstanding: _____

4. APPLICANTS EMPLOYMENT

(*NOTE: if either occupation is self employment please provide a statement of income from your accountant or tax returns)

4.1 Current Occupation: _____

Employment Type: Full Time Part Time Casual Contract Other _____

Length of Employment: _____ Weekly Income: \$ _____

Employer or Business Name/Centre Link Details: _____

Address: _____

Contact Name: _____ Phone: (____) _____

4.2 Previous Occupation: _____

Employment Type: Full Time Part Time Casual Contract Other _____

Length of Employment: _____ Weekly Income: \$ _____

Employer or Business Name/Centre Link Details: _____

Address: _____

Contact Name: _____ Phone: (____) _____

5. DETAILS OF OCCUPANTS

(*You must disclose all occupants who will regularly occupy the premises)

No. of Adults: _____ Number of Dependants: _____ Ages (Under 18) _____

Full Name/s of Adult/s & unaccompanied Minors to reside at the premises:

1. _____ 2. _____

3. _____ 4. _____

4. _____ 6. _____

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6. REFEREES

(All Referees should not be related to you)

Business Ref 1. _____ Phone: (____) _____ Relationship: _____

Business Ref 2. _____ Phone: (____) _____ Relationship: _____

Personal Ref 1. _____ Phone: (____) _____ Relationship: _____

Personal Ref 2. _____ Phone: (____) _____ Relationship: _____

9. EMERGENCY CONTACT

(*NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding)

Next of Kin: _____ Relationship: _____

Phone(H): (____) _____ Phone(W): (____) _____ Mobile: _____

Address: _____

Other: _____ Relationship: _____

Phone(H): (____) _____ Phone(W): (____) _____ Mobile: _____

Address: _____

10. PETS

Type/Breed: _____ No. _____

Type/Breed: _____ No. _____

11. USE OF PREMISES

Will the premises be used for business purposes: YES NO

If Yes what type: _____

12. RESERVATION

(*Complete this section if you wish to reserve the property for a period of time)

Fee: \$_____ Reserved For: _____ days / Week/s

The Landlord/Agent agrees:

- Not to let the premises during the reservation period, and not to enter into another reservation period for the same premises prior to termination/ expiration of the reservation period,
- To credit the reservation fee against the rent if applicant enters into a tenancy agreement,
- Should repairs or other works be agreed in writing to be carried out during the reservation period not be completed in that time, the reservation fee will be refunded and,
- If the applicant withdraws, the landlord/agent may retain rent for the days the premises was reserved.

Applicants Signature:

Agents Signature:

_____ Date: __/__/__ _____ Date: __/__/__

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Please take the time to read the following sections carefully before signing. Thank You

13. TERMS OF APPLICATION /DECLARATION

I hereby offer to rent the property from the owner under a lease prepared by the agent. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given on my own free will. I declare that I have inspected the premises and am not bankrupt or insolvent.

I authorise the Agent to cross reference relevant and personal information from;

- a The owner or the agent of my current or previous residence,
- b My personal referees and employer/s,
- c Any record, listing or database of defaults by tenants.

If I default under the rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the agent will use and disclose my personal information in order to;

- a Communicate with the owner and select a tenant,
- b Prepare lease/tenancy documents,
- c Allow tradespeople or equivalent organisations to contact me,
- d Lodge/claim/transfer to/from the Residential Tenancies Bond Authority,
- e Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- f Refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises, I am aware that I can access these personal details on the contact details located on the front page of the application.

Applicants Signature: _____

Date: __/__/__

14. TICA DEFAULT TENANCY CONTROL

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 :TD (ABN 84 087 400 379) is a tenancy database that records tenants personal information from it's members including tenancy applications and tenancy history.

Primary Purpose: TICA collects information from it's 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 individual or organisation for any other purpose other than assessing a tenancy application or risk management system other then 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 Licence 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 (This charge will be higher from mobiles 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.

Applicants Signature: _____

Date: __/__/__

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15. RENTAL REFERENC CHECK TO BE COMPLETED BY PREVIOUS AGENTS

(PLEASE RETURN TO FAX: 02 6836 3163)

Attention: _____ Fax: (____) _____

In accordance with the Privacy Act on your application form I/We the undersigned authorise the recipient of this fax to give information to Landmark Russell regarding My/Our rental history.

Applicants Signature: _____ **Date:** __/__/__

Applicants Name: _____

Address of Property Rented: _____ \$_____pw

Lease Start Date: __/__/____ Lease End date: __/__/____

Would you rent to the tenant again? Yes/No

Did the tenant pay rent on time? Yes/No

Was a termination letter ever issued? Yes/No

Were Routine Inspections carried out? Yes/No

If Yes what was the condition of the property: _____

Were the lawns and gardens kept in good condition? Yes/No

Did the tenants ever breach their agreement? Yes/No

If Yes what was the breach & how was it resolved: _____

Did the tenant have pets? Yes/No

If Yes what type & did they cause any damage?: _____

Have the tenants given the required notice? Yes/No

If the property has been vacated was it left in good condition? Yes/No

If vacated was the bond refunded in full? Yes/No

Additional Comments: _____

Agents Signature: _____ **Date:** __/__/__

It would be greatly appreciated if you could complete this form at your earliest convenience. If there are any problems please call us on (02) 6836 2234

16. PRIVACY ACT

This form provides information about how we the named below handle your personal information, as required by the national privacy principals in the privacy act 1988, and seeks your consent to disclose 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: David Russell & Co Pty Ltd

Address: 37 Linsley Street, COBAR NSW 2835

Phone: 02 6836 2234 **Fax:** 02 6836 3163

Email: propertymanagement@landmarkrussell.com.au

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

Primary Purpose: Before 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 information to:

- The Lessor/Owner/Landlord for approval or rejection of your application
- TICA Default Tenancy Control PTY LTD to assess the risk to our client and verify details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents and/or previous Landlords to assess the risk to our clients

Secondary Purpose: During and after the tenancy we may need to disclose your personal information to:

- Tradesperson/people to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking orders and remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control PTY LTD to record details for your tenancy
- Refer to Lessor/Owners/Landlords 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 have requested to rent.

Applicants Signature: _____ **Agents Signature:** _____
_____ **Date:** __/__/__ _____ **Date:** __/__/__