



TODDS REAL ESTATE
17 Railway Avenue
BUNDANOON NSW 2578

Ph: 02) 4883 6744 Fax: 02) 4883 6245 email: info@toddsrealestate.com.au

APPLICATION FOR TENANCY

PROPERTY ADDRESS _____

THIS APPLICATION IS MADE ON THE _____

In order to process this application, all questions must be answered. The completion of this application is not an acceptance. Failure to complete this application may result in the application not being processed.

I, the said applicant 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 supplied by me in this application for verification.

I declare the following:

1. I inspected the above property on the _____ and accept its condition.
2. I wish to apply to rent the above property for a period of _____ months, commencing on _____
3. I agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that 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 me on the TICA DEFAULT TENANCY DATABASE and any other 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 to me/us 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 and defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other 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 or DIRECT CREDIT.
9. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I agree that I/we will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
11. I agree to allow the agent to photocopy the information supplied by me for their records.
12. I agree that upon communication of acceptance of this application by the landlord or his agent, that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Residential Tenancy Agreement, and be bound by the terms and conditions of the Residential Tenancy Agreement.

Applicants Signature

Agents Signature



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BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE IMPORTANT INFORMATION BELOW

PROPERTY DETAILS

Property to be applied for

ADDRESS _____
 SUBURB _____
 LEASE TERM _____ MONTHS _____
 DATE VIEWED ____/____/20____
 RENT _____ PER WEEK _____

When would you like to commence your lease?

DATE ____/____/20____

APPLICANTS DETAILS

Personal Information

SUPPORTING DOCUMENTATION REQUIRED

YOU MUST SUPPLY PROOF OF IDENTITY FOR THIS SECTION

- DRIVERS LICENCE, APSSPORT, 18+ CARD OR BIRTH CERTIFICATE
- PLUS A MEDICARE CARD
- PLUS A BANK/CREDIT CARD OR EFTPOS CARD

NAME _____
 DOB _____
 PHONE (H) _____ (M) _____
 EMAIL _____@_____
 18+ CARD NO _____
 DRIVERS LICENCE NO _____ STATE _____
 PASSPORT NO _____ COUNTRY _____
 HAVE YOU EVER BEEN EVICTED FROM A PROPERTY YES/NO
 ARE YOU IN DEBT TO ANY LANDLORD OR AGENT YES/NO
 VEHICLE TYPE _____ REGO NO. _____
 OWNED/FINANCED _____

Current address

SUPPORTING DOCUMENTATION REQUIRED

YOU MUST PROVIDE PROOF OF ADDRESS FOR THIS SECTION

- YOUR UTILITY INVOICE OR BANK STATEMENT AT THIS ADDRESS
- RENTING – A COPY OF YOUR RECENT TENANT LEDGER
- OWNER/JUST SOLD – RECENT RATES NOTICE &/OR SELLING AGENT CONTACT DETAILS

ADDRESS _____

 HOW LONG HAVE YOU BEEN THERE? _____
 ARE YOU RENTING / OWNER / SOLD / NEVER RENTED
 LANDLORD/AGENTS NAME _____
 PHONE _____ RENT PAID _____ P/WK
 REASON FOR LEAVING _____



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Your previous address

ADDRESS _____

HOW LONG WERE YOU THERE _____

WERE YOU RENTING / OWNED / SOLD _____

LANDLORDS/AGENTS NAME _____

PHONE _____

RENT PAID _____ PER WEEK

REASON FOR LEAVING _____

EMPLOYMENT

If you are employed, complete the next section. If you have changed employer in the last year, you must also complete section for Previous Employment that follows. If you are self employed, skip these two sections and complete Business Details for Self Employed applicants.

CURRENT EMPLOYMENT

SUPPORT DOCUMENTATION REQUIRED

YOU MUST PROVIDE PROOF OF INCOME FOR THIS SECTION

- A RECENT PAY SLIP; OR
- BANK STATEMENT; OR
- CENTRELINK STATEMENT

OCCUPATION _____

INCOME \$ _____ PER WEEK/FORTNIGHT/MONTH

DURATION _____

EMPLOYER _____

CONTACT NAME _____

EMPLOYMENT ADDRESS _____

PHONE _____

PREVIOUS EMPLOYMENT

SUPPORT DOCUMENTATION REQUIRED

YOU MUST PROVIDE PROOF OF INCOME FOR THIS SECTION

- LAST PAY SLIP FROM SOURCE; OR
- BANK STATEMENT FROM PERIOD OF EMPLOYMENT; OR
- CENTRELINK STATEMENT FROM PERIOD

OCCUPATION _____

INCOME \$ _____ PER WEEK/FORTNIGHT/MONTH

DURATION _____

EMPLOYER _____

CONTACT NAME _____

EMPLOYMENT ADDRESS _____

PHONE _____

BUSINESS DETAILS FRO SELF EMPLOYED APPLICANTS

SUPPORT DOCUMENTATION REQUIRED

YOU MUST PROVIDE PROOF OF INCOME FOR THIS SECTION

- RECENT TAX ASSESSMENT; OR
- A LETTER FROM ACCOUNTANT REGARDING INCOME

OCCUPATION _____

INCOME \$ _____ PER WEEK/FORTNIGHT/MONTH

BUSINESS NAME _____

ABN/ACN NO _____ DATE FORMED _____

BUSINESS ADDRESS _____

WHAT DOES THIS BUSINESS DO _____



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PROPOSED OCCUPANCY

Number of occupants

NUMBER OF ADULTS _____ CHILDREN _____

Full name of all occupants that will be residing at the premises

NAME _____ AGE _____
 NAME _____ AGE _____
 NAME _____ AGE _____
 NAME _____ AGE _____
 NAME _____ AGE _____
 NAME _____ AGE _____

Proposed pets

I understand that pet/s **WILL NOT BE** allowed inside the house without written permission from the landlord and that any damage to the property caused by the pet/s is the tenants' responsibility.

TYPE/BREED _____ INSIDE/OUTSIDE
 TYPE/BREED _____ INSIDE/OUTSIDE

Will this property be used for business purposes?

YES/NO _____
 DETAILS _____

REFERENCES

INCOME

INCOME REFEREE NAME _____
 PHONE NO _____
 RELATIONSHIP _____

INCOME REFEREE NAME _____
 PHONE NO _____
 RELATIONSHIP _____

PERSONAL

PERSONAL REFEREE NAME _____
 PHONE NO _____
 RELATIONSHIP _____



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PERSONAL REFEREE NAME _____
PHONE NO _____
RELATIONSHIP _____

PAST REAL ESTATE AGENTS

AGENT REFEREE NAME _____
AGENCY NAME _____
PHONE _____
POSITION _____

AGENT REFEREE NAME _____
AGENCY NAME _____
PHONE _____
POSITION _____

PERSON TO CONTACT IN EMERGENCY

NAME _____
RELATIONSHIP _____
PHONE _____
ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____
RELATIONSHIP _____
PHONE _____
ADDRESS _____



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THE FOLLOWING QUESTIONS MUST BE ANSWERED

1. Has your tenancy ever been terminated (evicted) by a landlord or agent YES / NO
 If yes give details _____
2. Have you ever been refused a property by any landlord or agent YES / NO
 If yes give details _____
3. Are you in debt to another landlord or agent YES / NO
 If yes give details _____
4. Have any deductions ever been made from your rental bond YES / NO
 If yes give details _____
5. Is there any reason known to you that would affect your future rental payments YES / NO
 If yes give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy

APPLICANTS SIGNATURE/S

OFFICE USE ONLY

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="radio"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="radio"/>
OTHER	\$ _____	100 POINT CHECKLIST PASSED	<input type="radio"/>
TOTAL	\$ _____	TICA CHECK COMPLETED	<input type="radio"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="radio"/>
OWING	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="radio"/>
TICA CHECK DETAILS - INTERNET CHECK -		NO INFORMATION FOUND	<input type="radio"/>
		INFORMATION FOUND	<input type="radio"/>

ACCEPTED
 REJECTED

NOTES: _____



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TENANTS REFERENCE CHECKS

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:-	Empilla Pty Ltd Trading as Todds Real Estate
Address:-	17 Railway Avenue, Bundanoon NSW 2578
Phone No: -	02) 48836744
Fax No:-	02) 48836245
Email:-	info@toddsrealestate.com.au

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 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 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 Collecting Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to records details of your tenancy history
- Refer to 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 Enquiries, PO Box 120, CONCORD NSW 2137 for a fee of \$14.30

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 the Applicant

Signature _____

Print Name _____

Date _____

Witnessed _____



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100 POINT CHECK

**100 POINT PROOF OF
IDENTIFICATION MUST BE
SUPPLIED WITH APPLICATION FORM.
TODDS REAL ESTATE WILL NOT
CONSIDER ANY APPLICATIONS WITHOUT
THE 100 POINTS.**

- **Drivers Licence** **40 points**
- **Passport** **40 points**

ONE OF THE ABOVE ONLY PER APPLICANT

- **Birth Certificate** **20 points**
- **Current wage Advice** **20 points**
- **Previous Tenant reference & Receipts** **20 points**
- **Motor vehicle Registration Certificate** **10 points**
- **Bank Statement** **10 points**
- **Telephone Account** **10 points**
- **Electricity Account** **10 points**
- **Gas Accounts** **10 points**
- **Other Forms of identification** **10 points**

PLEASE NOTE:

Medicare Card must be provided to our office for Photocopying as proof of Identification.

This does not have any points.