

PLEASE READ BEFORE SUBMITTING APPLICATION

This office is a member of the;

TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD (TICA)

We will be processing your application for tenancy through TICA.

Please note that applications **WILL NOT BE CONSIDERED**, if the following documents are not submitted.

- Photograph Identification – eg. Drivers license or passport
- Checkable reference – eg. Previous landlords or agents
- Tenant Ledger if previously/currently renting
- Proof of previous/current residential address –
eg. Phone account, electricity or bank/credit card
statement, copy of previous rental receipts.
- Supporting proof of income for payment of rent –
eg. Letter from employer, government body or payslip.
(2 RECENT payslips minimum)
- Also, please ensure each page of the
application is signed & dated where required

Please note: All contact number for references **MUST BE A LANDLINE** mobile numbers will not be accepted.

If your application is approved...

- If your application has been approved by Landlord/Agent; you are required to put a refundable one week holding deposit.
- All money must be paid in full when signing into the property...
Bond = 4 weeks rent, 2 weeks advanced rent payment & \$15 lease preparation fee.

PROPERTY MANAGEMENT DEPARTMENT

OFFICE USE ONLY

Property Manager:

APPLICATION **APPROVED / DECLINED**

PROPERTY APPROVED AT: \$.....PER WEEK

BOND: \$

LEASE PREPERATION: \$15.00

2 WEEKS ADVANCED: \$

HOLDING DEPOSIT: \$

DUE:

PRDnationwide**Blacktown**

Shop 3/32 Flushcombe Road Blacktown NSW 2148

Phone: (02) 9831 3333 Fax: (02) 9831 3344

Email: prdnationwideblacktown@tpg.com.au Internet: www.prdblacktown.com.au

ADDRESS OF PROPERTY _____

APPLICANT DETAILS

Applicants Full Name: _____

Date of Birth: _____ **Email:** _____

Contact Numbers: (H) _____ **(M)** _____ **(W)** _____

Current Address: _____

How long were you there? _____ **Rent p/w:** _____

Reason for Leaving? _____

Reference Name: _____ **Contact:** _____

Name of Agent/Landlord? _____

Contact person: _____ **(Phone)** _____

How many people will be living in this property?

Adults: _____ **Children:** _____ **Age of Children:** _____

Pets: Yes **No** **Please specify how many/type/breed:** _____

Australian Drivers Licence No: _____ **Expiry:** ____/____/____

Passport No: _____ **Country:** _____ **Expiry:** ____/____/____

Employment Details

Name of Current Employer: _____

Address: _____

Contact Person: _____ **Position:** _____

Contact number: _____

(Your) Position Held: _____ **Length of Employment:** _____

Income per Week: _____

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicants Signature: _____ **Date:** ____/____/____



FREE UTILITY CONNECTION SERVICE

If you would like assistance, (at no additional charge) with connection & disconnection of telephone, electricity, gas & water to your new home then tick the box below. On the move will contact you & explain the details of the services available.

I would like on the move to contact me to arrange my utility connections.

YES! You may receive a \$15 gift voucher by using out utility connection services.

Terms & conditions: I consent to the disclosure of this page of the application form to ON The Move (Aust). ABN 84 101 648 257 for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to the utility service providers for that purpose & to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the agent accept any responsibility for; any delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposed unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees & bonds apply. An On The Move representative will contact you to confirm your personal and property details prior to connection. If On The Move has not contacted you within 24hrs of the application being submitted, it is the tenants responsibility to call On The Move on 1300 850 360.

ARE THE MAINS SWITCHED OFF AT THE NEW PREMISES? YES / NO

The mains must be switched off on the requested date for a power connection to occur

If you receive Centrelink payment/s
(Copy of two (2) most recent payment statements must be supplied)

Type of payment being received: _____

Customer reference number (CRN): _____

Will you be paying rent through Centre pay? Yes No

TENANCY PRIVACY STATEMENT

Due to recent changes in the privacy laws from December 21m 2001, all property managers 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 this to the office with your tenancy application.

As professional property managers, agent name collects personal information about you. To ascertain what personal information we have about you, please contact our office.

Primary Purpose

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

To carry out this role during the term your tenancy, we will disclose your personal information to:

- The landlord
- The landlords lawyer
- The landlords mortgagee
- Referees you have nominated
- Organisations/trades people required to carry out maintenance to the premises.
- Rental bond authorities
- Residential tenancy tribunals/courts
- Collection agents
- National tenancy database pty ltd. (ABN 65 079 105 025) (“NTD”)

Secondary purpose

We also collect your personal information to

1. Enable us, or the Landlord’s lawyers, to prepare the lease/tenancy documents on the premises.
2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to/from rental bond Authorities (where applicable)
4. Refer to collection agents/lawyers (where default/enforcement action is required)
5. Refer to collection Agents/lawyers (where default/enforcement action is required)
6. Provide confirmation details for organizations contacting us on your behalf i.e. Banks, utilities (Gas, electricity, water, phone), employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses which we put your personal information; we cannot properly asses the risk to our client or carry out our duties as professional property managers.

Consequently, we may not provide you with the lease/tenancy of the premises.

NTD Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) (“NTD”) by:

Telephone: 03 9610 4996

Facsimile: 03 9620 7339

Email: kim@ntd.net.au

In person: Level 7, 477 Collins St,
Melbourne, VIC 3000

P.O Box 156, Collins St West
Melbourne, VIC, 8007

Visit website: www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information of companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD’s parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS PRIVACY STATEMENT.

SIGNED: _____

PRINT NAME: _____

DATE: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy application is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the application/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of our/my referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenant application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenant agreement I/we give my/our permission the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to settling arrears/damage costs which your name can then be removed by the Listing Agent. I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants about have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledge required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

Free Access

You can request free access via mail by writing to TICA at P O Box 120 Concord NSW 2137. You must provide your full name, date of birth, driver's license number, passport number (except Australian) and current address. You are required to provide a stamped self addressed envelope if no envelope is supplied no information will be returned.

You will be advised of what personal information is held about you on any of our databases. Please allow up to twenty-eight days to process your request.

APPLICANTS NAME.....

SIGNED BY APPLICANTS.....

DATE..... **SIGNED BY MEMBER**.....