

# APPLICATION FOR TENANCY

(To be completed by all adult and unaccompanied minors)

## ITEM

### 1. TENANCY DETAILS

Address \_\_\_\_\_

Preferred move in date \_\_\_\_/\_\_\_\_/\_\_\_\_ Preferred Lease Term \_\_\_\_\_

Rent \$\_\_\_\_\_ per week/month Bond \$ \_\_\_\_\_

Total amount payable at signing of tenancy agreement \$ \_\_\_\_\_

### 2. Applicants Details

Name \_\_\_\_\_

Mobile \_\_\_\_\_ Phone (H) \_\_\_\_\_ Phone (w) \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ Exp \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_ Passport number \_\_\_\_\_ Country \_\_\_\_\_

### 3. Applicants History

Current Address \_\_\_\_\_

Period of Occupancy \_\_\_\_\_ Situation **Renting/owned/other** Other Situation \_\_\_\_\_

Landlord/Agent Details (if applicable): Name \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Rent: \_\_\_\_\_ Payment Period: **Weekly / Fortnightly / Monthly** Reason for Leaving \_\_\_\_\_

### You must answer the following Questions!!!

Have you ever been Evicted from a premises? Y / N Are you currently in debt to any landlord/Agent? Y / N

### 4. Applicants Employment

(Note: if self employed please provide a statement of income from your accountant/ tax returns)

Current Occupation \_\_\_\_\_

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer/Business Name \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### 5. Landlord / Agent

Name: **Craig Marshall T/as All Coast Real Estate**

ABN: **52212387140**

Address: **2/53 Murdochs Rd, Moore Park Beach, QLD 4670**

Phone: **07 4159 8878**

Email: **info@allcoastre.com.au**

Fax **07 4159 8898**

Mob **0408 526 998** Mob **0447 005 640**



# TERMS OF APPLICATION

## 1. Applicant's Warranty

The applicant Warrants:

- (1) The details provided are true and correct
- (2) They are not bankrupt or insolvent.

## 2. Applicant Agrees

- (1) They have inspected the premises in item (1) and accept its condition.
- (2) Where the applicant has been given a form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with section 58 of the Residential Tenancies and Rooming Accommodation Act 2008, then :
  - (1) On acceptance of this application for tenancy by the landlord being notified to the applicant, verbally or in writing, the applicant will rent the premises from the landlord in accordance with the terms and conditions of the form 18a General Tenancy Agreement provided in accordance with clause 2(2).
  - (2) Upon the signing of the Tenancy Agreement, to pay the bond and rent amounts in Item (1) in an approved way as more particularly set out in the tenancy agreement.
  - (3) The applicant will forthwith upon receipt of same, sign the completed tenancy agreement.
  - (4) This tenancy application, unless accepted, creates no contractual or legal obligations between the parties.
- (3) The landlord/ agent are not required to give an explanation to the applicant for any application not approved.

## 3. Privacy Statement

3.1 The agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1998) and where required maintain a Privacy Policy.

3.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

3.3 You as the applicant agree, to further your access your application, the Agent may, subject to the Privacy Act 1988(CTH) (Where applicable), collect, use and disclose such information to:

- (1) The Landlord as owner of the premises to which this application or tenancy applies; & / or
- (2) The residential tenancy data bases for the purpose of confirming details in your application and enabling proper assessment of the risk in providing you with the lease: &/OR
- (3) Trades people and similar contractors engaged by the landlord/agent in order to facilitate the carrying out of works with respect to the premises; &/or
- (4) Previous managing agents and nominated referees to confirm information provided by you; &/or
- (5) The landlords insurance companies; authorised real estate personnel; courts and tribunals and other 3<sup>rd</sup> parties as may be required by the agent relating to the administration of the premises and the use of the agents services; &/or
- (6) Body Cooperates

3.4 Without provisions of certain information the agent may not be able to act effectively or at all on the landlords behalf as a result of which your applications may not be acceptable to the landlord.

3.5 The applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

3.6 The agent will provide (where applicable), on request, a copy of its privacy policy

## 4. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule

## Applicants Personal information Consent

I \_\_\_\_\_, the applicant, give my consent for All Coast Real Estate, Moore Park Beach Q 4670 to make enquiries to verify the information i have provided to the Agent in this Tenancy Application (in accordance with the Privacy Act 1988 (CTH)) with relevant tenancy data bases including databases of my previous Agents.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## **100 POINTS OF IDENTIFICATION CHECKLIST**

Prior to any Tenancy Application being considered each applicant must produce 100 points of identification. Items marked with an asterisks(\*) must be provided

Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills	15 POINTS (each)	<input type="checkbox"/>
Drivers Licence	30 POINTS	<input type="checkbox"/>	Pay Slips	15 POINTS	<input type="checkbox"/>
Photo ID	30 POINTS	<input type="checkbox"/>	Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
Passport	30 POINTS	<input type="checkbox"/>	Current Vehicle Registration Documents	15 POINTS	<input type="checkbox"/>
Birth Certificate	10 POINTS	<input type="checkbox"/>	Bank/Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
Pension or Health Care Card	15 POINTS	<input type="checkbox"/>			

**TOTAL POINTS:**

## **TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian 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.

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### 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.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History databases. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### 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 Australian 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. 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 Australian 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 \$16.50.