

Residential Tenancy Application Form

For your application to be processed you must answer all questions



Agent Details

Loyal Realty

Office: G05/39 Post Office Street, Carlingford NSW 2118
Mail: PO Box 3052, Carlingford Court NSW 2118
Phone: 02 8812 3731
Mobile: 0421 215 935
Email: rose@loyalrealty.com.au

1. Property Details

Address _____

Rent per week _____

Commencement date _____

Lease Term	Years	Months

Parking	Yes/No	Furnished	Yes/No

Number of occupants: Adults: _____ Children: _____

Pets Yes/No _____ Breed and age: _____

Car Registration _____

Do you smoke? Yes/No _____

2. Personal Details

Title	First Name	Initial

Last Name _____

Date of Birth / / Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No

Pension Type (if applicable) _____ No

Please provide contact details

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____

Work No _____ Work Fax _____

Current Address _____

Suburb _____ Postcode _____

3. Emergency Contact

Please provide an emergency contact not residing with you

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

4. Utility Connections



MyConnect will call you to arrange free connection of your required utilities

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

Yes, Please Contact Me **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:
Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

OR Tick here to opt out



5. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

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 or database of 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.

Signed: _____ **Date** / / _____



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6. Rental History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving current address

Was bond repaid in full? Yes No If No, please specify why:

7. Previous Rental History

What was your previous residential address?

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving previous address

Was bond repaid in full? Yes No If No, please specify why:

Have you ever attended the Consumer, Trader and Tenancy Tribunal?

8. Employment Details

Occupation

Employers Name

Employment Address

Employer Phone No

Employer Email Address

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

9. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

10. Personal Referees

1. Reference name

Occupation

Relationship Phone No

Notes

2. Reference name

Occupation

Relationship Phone No

Notes

11. Supporting Documents

Please provide 100 points of ID:

Current drivers licence	40 points
Passport	40 points
Proof of age card	30 points
Birth Certificate	20 points
Credit card	20 points
Medicare card	20 points
Motor vehicle registration	20 points

Please provide the following documents:

Proof of current address

- Recent utility statement
OR
 Recent council rate notice

Proof of income

- Recent payslips (x2)
OR
 Recent Bank statement
OR
 If self-employed; recent tax return & business registration

Proof of rental history

- Recent tenant ledger
OR
 Recent rent receipts (x2)

12. How did you find out about this property? (Please Tick)

RENT LIST REALESTATE.COM.,AU

OFFICE DOMAIN.COM.AU

FOR LEASE BOARD

OTHER _____

The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent
If yes give details _____
2. Have you ever been refused a property by any landlord or agent
If yes give details _____
3. Are you in debt to another landlord or agent
If yes give details _____
4. Have any deductions ever been made from your rental bond
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments
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.

OFFICE USE ONLY

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
OTHER	\$ _____	100 POINT CHECKLIST PASSED	<input type="checkbox"/>
TOTAL	\$ _____	TICA CHECK COMPLETED BY PHONE or INTERNET	<input type="checkbox"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="checkbox"/>
OWING	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
		ACCEPTED	<input type="checkbox"/>
		REJECTED	<input type="checkbox"/>

TICA CHECK DETAILS

APPLICANT NAME	METHOD	RESULTS	
	INTERNET CHECK	NO INFORMATION FOUND	<input type="checkbox"/>
		INFORMATION FOUND	<input type="checkbox"/>

NOTES



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 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.

Agency Name: Loyal Realty
(Herein referred to as the "Agent")

Address: G05/39 Post Office Street, Carlingford NSW 2118

Phone: 02 8812 3731 Fax: _____

Email: rose@loyalrealty.com.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in our TICA Virtual Manager System, which will allow us 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 TICA. This information is information that would be available to any future agent on a truthfully completed tenancy application form.

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 may not provide you with the property you requested to rent.

Signed by the Applicant/s

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____



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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80
Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

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 organisation 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.

Further Information about TICA

Full details about TICA including its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.