

TICA APPLICATION FOR TENANCY

PROPERTY ADDRESS _____

THIS APPLICATION IS MADE ON THE _____

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

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on the _____
2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____
3. I/We agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We 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/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We 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/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agents Signature

Application for Residential Tenancy

(One application to be completed per person)



Part 1 Rental Property Details

Accredited Agency

Item 1: Agent Details

Agency name:

Maleny Property Rentals

Address:

4/41 Maple Street, Maleny

Phone:

07 5499 9090

Mobile:

Fax:

07 5499 9091

Email: info@malenypropertyrentals.com.au

Item 2: Property Details

Property address

Rent \$

a week ☐

a fortnight ☐

a month ☐

Bond \$

Tenancy term

Insert "fixed term agreement" or "periodic agreement".

Starting on

/ /

Ending on

/ /

Part 2 Applicant Details

Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

Item 4: Dependants

Do you have any dependants? ☐ Yes ☐ No

Dependant full name(s)

Relationship to Applicant

Dependant Date of Birth

Item 5: Smoking

Are you or any of the dependants living with you a smoker? ☐ Yes ☐ No

Item 6: Pets

Do you intend to keep pets at the property? ☐ Yes ☐ No

Number of pets

Type of pet/s

Are your pets registered with a council?

☐ Yes ☐ No

If Yes, please state which council:

Item 7: Applicants Address History**Current residential address**

Period of occupancy

Type of occupancy:

☐ Rent☐ Owner☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

☐ a week ☐ a fortnight ☐ a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy:

☐ Rent☐ Owner☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

☐ a week ☐ a fortnight ☐ a month

Reason for leaving:

Item 8: Employment DetailsAre you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)Employment status: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self employed

Occupation

Net income (per week)

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

Item 9: Centrelink Payments

Are you receiving any regular Centrelink payments?

☐ Yes ☐ No

Description of payment(s)

Total income (per week)

Date payments commenced

Item 10: Student DetailsAre you studying full time? ☐ Yes ☐ No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date:

Item 11: Personal References

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 12: Personal Representative

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

Part 3 Supporting Documents**Item 13: Identification**

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points☐ Passport☐ Full birth certificate☐ Citizenship certificate**40 Points**☐ Australian driver's licence☐ Student Photo ID☐ Department of Veterans Affairs card☐ Centrelink Card☐ Proof of age card☐ State/Federal Government Photo ID**25 Points**☐ Medicare card☐ Council rates notice☐ Motor vehicle registration☐ Telephone bill☐ Electricity bill☐ Gas bill☐ Tenancy History Ledger☐ Bank statement☐ Credit card statement☐ Last FOUR rent receipts☐ Rent bond receipt☐ Previous tenancy agreement**Item 14: Proof of Income**

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Statement.

Urgent – Request for Rental Reference

Agency:

Fax:

Email:

Tenants name:

Property:

Rent per week:

Maleny Property Rentals has received a tenancy application from the above tenant/s the applicant has authorised us to collect information about their tenancy from you. Please send information to Maleny Property Rentals Fax: 07 5499 9091 or Email: info@malenypropertyrentals.com.au. Please include a current tenant ledger.

1.	Was the above applicant listed as a tenant?	Yes/No
2.	How long has the above applicant rented through your agency?	Yes/No
3.	Did the tenants receive any notice to Remedy's?	Yes/No
	If yes how many and what for?	Yes/No
4.	Were routine inspections carried out regularly?	Yes/No
5.	Was the property well maintained?	Yes/No
6.	Were there any pets kept at the property?	Yes/No
	If yes, what type and were there any problems?	Yes/No
7.	Did the tenant leave the property clean and tidy?	Yes/No
8.	Did the tenant receive a full bond refund?	Yes/No
9.	If no, then why not?	Yes/No
10.	Would you rent to these tenants again?	Yes/No
11.	Any other comments?	
12.	Completed by:	

Thankyou for your assistance!

Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor
2. have no known reasons that would affect my ability to pay rent
3. was refunded the rental bond for my last address in full (if applicable)

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

If false, please advise what deductions were made from your bond?

4. have no outstanding debt to another agent/lessor?
- If false, why are you in debt to your past agent/lessor?

☐ True ☐ False

Part 5 Acknowledgement

Please acknowledge the following by selecting either Yes or No

I, the Applicant,

1. acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application.
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.
7. acknowledge that I have signed the agency's Privacy Notice and Consent.
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*;
10. declare that the above information is true & correct and that I have supplied it of my own free will.

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Applicant

Signature

Date



Accredited Agency

Application for Residential Tenancy

PRIVACY ACT 1988

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify that information, and to process and evaluate the tenancy application. As part of the verification and evaluation process, the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant in order to gain information about the Applicant.

(insert any additional purposes)

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and trades people maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

The Applicant can gain access to any personal information which the Agent holds about the Applicant, by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out-of-date.

If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.