



Rental Application Guidelines

The Form

When completing the form, please provide as much information as possible whilst making sure that your handwriting is clear and easily visible. All occupants over the age of 18 years old are required to complete an application.

Signatures

Please make sure that all compulsory signatures are signed as failure to do so will prevent your application from being processed.

Proof of ID

We require 100 points of ID, one of which must be photo identification.

We also require some form of documentation that verifies your current income. Accepted documents may include:

- Your last pay slip
- Current Work Contract
- Bank Statement

If you are **self employed** and cannot submit these documents we then require:

- Your accountants details
- ABN Number
- Proof of Business Registration

Current Place of Residence and Currently Renting

If you are currently renting and the property is managed through a real estate agency ask your managing agent for a **Tenancy Ledger**. A tenancy ledger is a rental transaction history that proves your residence & rental payments.

If the property is managed privately than you must submit your landlord's details so that we are able to contact them to ask them a few routine questions in regard to your tenancy. Please also provide proof of rental payments (eg. bank statement, deposits, receipt confirmations etc.)

Residing in Own Property

If you are currently residing in your own property, supplying us with at least one of the following documents will provide your residence.

- Council Rates
- Certificate of Title
- Contract for Sale
- Electricity or Water Bill

If you are Successful

- When approved for tenancy, the successful Applicants you will be required to pay a Holding Deposit equal to one week's rent within 24 hours to our agency.
- If the Tenancy proceeds the Holding Deposit is applied as rent.
- If the Applicants decide not to take the premises after approval advice, the holding deposit will be forfeited to the Landlord.

If your Application is *not* accepted by the Landlord, it will be retained for one month and then destroyed securely, to comply with Privacy Legislation.

If it is easier for you, we accept the applications and relevant documents by:

Email: info@blakeproperty.com.au Alternatively, you are welcome to drop them into our office at 20 Avalon Parade, Avalon NSW 2107 – phone: 9973 4444

We look forward to assisting you!

Residential Tenancy Application Form

For your application to be processed you must answer all questions

1. Agent Details

BLAKE

Address: 20 Avalon Parade Avalon NSW 2107
Phone: 02 9973 4444
Fax: 02 9973 3377
ID: 7024

2. Property Details

Address _____
Suburb _____ Postcode _____
Electricity Meter No _____
Lease Term _____ Years _____ Months _____
Date Property is to be occupied ____/____/____
Number of other Applicants to Occupy the Property _____
Adults _____ Children _____

3. 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 _____
Current Address _____
Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____
First Name _____ Surname _____
Relationship _____ Phone No _____
Address _____
Suburb _____ Postcode _____

5. Payment Details

Property Rental \$	Per Week or	\$	Per Month
First Payment of rent in advance		\$	
Rental Bond (1 Month Rent)		\$	
Sub Total		\$	

6. Utility Connection Services

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.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 34121 892 331 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.



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 1997.

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 and National Tenancy Database (NTD) which lists 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 including National Tenancy Database (NTD).
NTD 1300 563 826 www.ntd.net.au.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed _____

Date _____

8. Applicant 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

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

What was your previous residential address?

Suburb Postcode

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 \$

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

9. Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. 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

11. Centrelink Benefits

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? ☐ Yes ☐ No If Yes, please specify:

14. Personal Referees

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: Date / /

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

RENT LIST ☐ INTERNET ☐ OFFICE ☐ FOR LEASE BOARD ☐ OTHER _____



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

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 maybe 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 database. 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 \$19.80. Full details about TICA's Privacy Policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies.

TICA 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 organization 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____