



PROPERTY4670

loving your location...

REAL ESTATE

204 Bourbong Street Bundaberg, Qld 4670

www.property4670.com

07 4134 0088

TENANCY APPLICATION

Phone 0422 538 212

reception@property4670.com.au

PLEASE READ CAREFULLY PRIOR TO COMPLETING YOUR APPLICATION

We require one application to be completed by every person over the age of 18

Each applicant must use different Emergency contacts & referees

We DO NOT accept cash for rental payments

Applicants are to supply their own readable photocopies
of documentation required totalling to 100 points



YOUR APPLICATION WILL NOT BE PROCESSED UNTIL IT IS FULLY COMPLETE, ALL COPIES OF SUPPORTING DOCUMENTS ATTACHED AND SIGNED

MUST INCLUDE ONLY 1 PHOTO IDENTIFICATION - A Drivers Licence OR Passport OR 18+ Card

MUST INCLUDE – Recent pay slips/ Centrelink payments

100 POINTS REQUIRED

Drivers licence	40
Passport	40
18+ Card	40
Four most recent pay slips/Centrelink statement	20
Birth Certificate	10
Current Lease agreement	10
Utility bills – require name & address	10
Motor vehicle registration – requires name & address	10
Previous four rent receipts – must be Trust Account	10
Health Care Card or Pension Card	10
Medicare card	10
Current bank statement – requires name & address	10
Any Legal document with your name & address	10
Visa	10

TOTAL POINTS MUST BE AT LEAST 100

APPLICATION CHECKLIST

BEFORE SUBMITTING YOUR APPLICATION

**PLEASE ENSURE THAT YOU HAVE COMPLETED AND
UNDERSTAND THE FOLLOWING POINTS**

- ☐ **If your total weekly income multiplied by 30% is LESS then the rental amount we can not accept your application.**
- ☐ Inspected the property internally and externally with a property manager
- ☐ Completed all the details in full on the application
- ☐ Attached photocopies of all documents meeting 100 or more points
- ☐ Provided all contact details
- ☐ Documentation for confirmation of income
- ☐ Read and signed the Privacy Disclosure Statement
- ☐ Read and signed the TICA Statement & Privacy Act Acknowledgement Form
- ☐ Read and signed the Tenancy Application
- ☐ Read and signed the Application Checklist
- ☐ Read and understood the methods for payment
- ☐ If the application is approved, the approved lease holders will sign a General Tenancy agreement and pay the equivalent to one week rent within 24 hours of acceptance. Payment will be direct deposit into our bank account.

I have read and acknowledged the terms of this Tenancy Application

Name: _____

Signed: _____

Dated: _____

PROPERTY ADDRESS APPLIED FOR:

Applicant's Details (Must have phone number & date of birth)

Name			
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
Home	Mobile	Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Smoker ☐No ☐ Yes

Current Address:

Rent per week	\$	Period of occupancy
Agent/Landlord	Phone	Fax
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes <input type="checkbox"/> No	Why:

Previous Address

Address		
Rent per week	\$	Period of occupancy
Agent/Landlord	Phone	

Employment

Current Employer		Your Position	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Length of Employment:			
Total weekly income:	Pay day is	of each: week / fortnight / month	
Payroll / Manager's Name:	Phone:	Fax:	

If Self Employed

Company Name		Trading As	
Address		ABN	
Period self-employed	Years	Months	Industry/ Nature of Business
Accountant Details		Business	
Creditor Referee		Business	

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other
Total Weekly Amount: \$		Statement provided	<input type="checkbox"/> No <input type="checkbox"/> Yes

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Occupancy Details of all Persons to Reside at Property, including Children

Name	Age	Name	Age
1.		2.	
3.		4.	
5.		6.	
7.		8.	

Pets ☐ No ☐ Yes: [Please request and complete separate pet application](#)

PLEASE NOTE EMERGENCY CONTACTS & REFERENCES MUST BE DIFFERENT FOR EACH APPLICANT

Emergency Contact Details of Closest Relatives who will NOT BE LIVING WITH YOU

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees who are NOT RELATIVES

Name:	Occupation:	Phone Number:
1.		Mob: Other:
2.		Mob: Other:
3.		Mob: Other:

Declarations – Applicant to Complete and Provide Details as Required (READ & SIGN)

Have you ever been evicted by any Lessor or Agent? ☐ No ☐ Yes:

Are you in debt to another Lessor or Agent? ☐ No ☐ Yes:

Is there any reason known to you that would affect your ability to pay rent when due? ☐ No ☐ Yes:

Was your Bond at your last address refunded in full? ☐ Yes ☐ No:

Was the Property in a satisfactory condition when you inspected it?
If not, list requests. ☐ Yes ☐ No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.

I apply for Tenancy for a period of _____ months, at a rental cost of \$ _____ per week commencing on _____ The date on lease agreement.

I have been offered a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 1 weeks rent. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

RENT-First 1 Week Rent 1x \$ _____ = \$ _____. Must be paid in 24 hours of approval

RENT-Second 1 Week Rent 1x \$ _____ = \$ _____. Must be paid before keys are handed over

BOND- 4 times weekly rent 4 x \$ _____ = \$ _____. Must be paid before keys are handed over

TOTAL PRE MOVING IN COST \$ _____. Applying for **BOND loan** ☐ Yes ☐ No

APPLICANTS SIGNATURE:

DATE:



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PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Property 4670 Real Estate**. I authorise **Property 4670 Real Estate** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Property 4670 Real Estate** subscribes. I can refer to their Privacy Disclosure Statements via: and www.ntd.com.au

I authorise **Property 4670 Real Estate** to refer my name & contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Property 4670 Real Estate** to use the phone details provided below to contact me for marketing purposes until I advise otherwise. Period of Contact: ☐ Indefinite until advised in writing otherwise ☐ Other -

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name

Applicant Signature

Date



TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) 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 28 137 488 503) 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

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.

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 cannot process your application.

Agency Name: Jetaco Pty Ltd T/A Property 4670 Real Estate

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

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 Data Solutions 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 consider 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 several 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 Data Solutions 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 may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above, the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____ Name:

_____ Signature: _____

Date: _____