

Application for Tenancy

NOTE : An application will only be accepted when the following information is provided;

- ☐ Fully completed application form, including **SIGNED** Privacy Acknowledgement.
- ☐ Two forms of identification – One **MUST** be photographic identification – Driver's licence, Proof of Age or Passport. Balance may be credit / debit card or Medicare card.
- ☐ Proof of current residential address (e.g. telephone account, electricity account, bank or credit card statement).
- ☐ Copy of current rental ledger (if applicable). Simply ask your agent for a copy.
- ☐ Supporting proof of income for payment of rent (e.g. pay slip, social security statement, bank statement, letter from employer /accountant).
- ☐ Reference (if a reference is in writing we require a contact phone number for the person giving the reference).

All documentation provided to Drysdales will be photocopied and retained for our records.

Please Note: Tenants are responsible for connecting services such as phone, electricity and gas, as applicable. If a property is separately metered, the tenant will be charged for water and sewer usage.

PROPERTY APPLIED FOR

Address:

Rent p/w: Lease term: ☐ 6 months Preferred move in date:
☐ 12 months
☐ Other

PERSONAL DETAILS (One application must be completed for each adult)

Surname: First names:

Preferred salutation.....Maiden / previous / other name:

Date of birth: Driver's Licence No: Vehicle Registration:

Home Ph: Work Mobile Ph:

NUMBER OF PERSONS WHO WILL OCCUPY THE PREMISES:

Adults: Children: Children's Ages:

Pets: No / Yes Type / Breed: Residents smoking: ☐Yes ☐No

INITIAL AND ONGOING PAYMENTS

Upon application approval you agree to pay an initial payment of bond (4 weeks rent), 2 weeks rent in advance. This must be paid by **cash or bank cheque**. After your application has been approved, all rent will be paid via Direct Debit from your nominated account.

These details will be required when paying your holding deposit.

DIRECT DEBIT ACCOUNT DETAILS

Account name:

Account number: BSB -

PRESENT address:

Is your present residence rented?: Yes / No Rent / week:

Name of Agent.....Phone number:

If you own / sold your own home, name & phone number of selling agent:.....

Period of residence: From: To:

Reason for leaving:

.....

.....

PREVIOUS address:

Was your previous residence rented?: Yes / No Rent / week:

Name of agent.....Phone number:

If you sold your own home, name & number of selling agent:

Period of residence: From: To:

Reason for leaving:

.....

.....

OCCUPATION:

Position:

Employed by: Date employed:

Contact person: Ph:..... Weekly income (Less tax):

OTHER FINANCIAL COMMITMENTS

Car loan repayments week / month Personal loan repayments week / month

Credit card / s - credit limit..... Other payments:

REFERENCE

Please provide the name and **daytime** contact number of a personal referee. They **CANNOT** be a partner, relative or someone already listed above.

..... Ph:

NEXT OF KIN (someone not living with you, for us to contact in case of emergency):

Name:.....Ph:

Relationship:

PLEASE ANSWER THE FOLLOWING QUESTIONS.

How did you first find out about this property?

☐ To Let List / Office ☐ Drysdales Website ☐ Domain Website ☐ Newspaper ☐ Phoned Drysdales

Have you ever been evicted from a property?

☐ Yes ☐ No If yes, give details;

Have you ever had a tenancy application refused?

☐ Yes ☐ No If yes, give details;

Have you ever paid your rent late?

☐ Yes ☐ No If yes, how late and why?;.....

Have you ever received a Termination Notice?

☐ Yes ☐ No If yes, give details;

Do you owe any money in respect of a previous rental property?

☐ Yes ☐ No If yes, give details;

Were any deductions made from the bond at your last rented property?

☐ Yes ☐ No If yes, give details;

During your inspection of the property you are applying for, did you find it to be in good condition?

☐ Yes ☐ No If no, give details;

I/we, the above applicant, understand and agree to the following tenancy conditions with Drysdales Property:

1. I/we understand that should my/our application be declined, the Agent is not required or obliged to disclose why or supply any reasons for the application being declined.
2. I/we understand that should my/our application be declined, the Agent will keep a copy of the full application and supporting documents on file. The original application and supporting documents can be returned to the Applicant if requested.
3. I/we understand that should my/our application be accepted, a holding deposit of 1 weeks' rent is due & payable within 24 hours. The remainder of the rent in advance, bond & lease fee is to be paid in the following manner:
Cheque (personal or bank) – at least 4 days before keys are collected
Bank transfer – at least 4 days before keys are collected
Cash – payable on the day keys are collected
4. I/we understand that **ALL** rent must be paid via Direct Debit from your nominated account. I/we must provide relevant account details on the previous page. I/we further understand that should I/we refuse to pay rent via direct debit, my/our tenancy application may be declined.
5. I/we understand that if I/we haven't inspected the property with a representative of Drysdales Property, my/our application will not be formally approved until such an inspection has taken place.

Date:

Name of applicant/s:

Signature of applicant/s:

PRIVACY ACKNOWLEDGMENT

The agent collects personal information about the prospective tenant (applicant) from the applicant and other sources (including, but not limited to, tenancy reference databases, referees, employers [current or former] and other agents) as a result of this application. It also collects such information during any tenancy should the application be successful. The information collected is necessary for the agent to verify the applicant's identity, to process and evaluate the application, to perform the agent's obligations under or arising from its management agreement with the landlord and to manage the tenancy should the application be successful.

Personal information collected about the applicant as a result of this application, or during any tenancy should the application be successful, may be used and disclosed for the purpose for which it was collected. Disclosure may be made to parties including, but not limited to, the landlord (whether in Australia or elsewhere) and their advisers, referees, employers [current or former], other agents, third party operators of tenancy reference databases, government agencies, financial institutions and tradespeople. Information already held on tenancy reference databases about the applicant may also be disclosed to and used by the agent and the landlord. If the applicant enters into a residential tenancy agreement and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information about the applicant may also be disclosed to the landlord, third party operators of tenancy reference databases, other agents and debt collection agencies. Other members of third party operated tenancy reference databases may also be entitled to access information about the applicant entered on the databases. If information about the applicant is entered on the tenancy reference database, it could have an adverse effect on the applicant's ability to obtain future rental accommodation.

We may also use some information, such as the amount of the rent being paid, for marketing purposes. Such information may be disclosed to landlords, prospective landlords, tenants and prospective tenants.

In order to process the applicant's application, it maybe necessary for the agent to contact the applicant's referees or employer [either current or former]. In the event the referee or employer declines to provide any information about the applicant to the agent for privacy reasons, the applicant hereby consents to the agent sending that person a copy of this notice.

If the applicant would like to access the personal information the agent holds about them, they can do so by contacting the agent at 2/458 Argyle Street Moss Vale. Telephone (02) 4868 3344. Facsimile (02) 4868 2612. Email info@drysdales.com.au.

If the information is not provided the agent may not be able to process the application, manage any tenancy (should one arise) or otherwise perform its obligations under any management agreement with the landlord.

Date:

Name of applicant/s:

Signature of applicant/s:

TICA STATEMENT FOR TENANTS/APPLICANTS

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

- o Member of TICA Default Tenancy Control Pty Ltd
- o Individuals who make a tenancy application.
- o Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3(a) an individual must be made aware of an organisation and how to contact it. TICA default Tenancy Control Pty Ltd (herein referred to as TICA) is incorporated in the state of NSW. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom, which collects information about tenancy applicants and tenants who breach their tenancy agreements. Under national Privacy Principle 1.3 (c) we advise that the information collected by TICA is passed on to members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346, call charge \$5.45 p.m. including GST. For free access to personal information, write to TICA at PO Box 120 Concord NSW 2137. Due to the volume of free access inquiries the process time may take up to 45 days for a file to be forwarded.

Under National Privacy Principle 1.3(b) an individual is able to contact TICA and know that information, if any, is held on an individual on the TICA database.

Under National Privacy Principle 1.3(d) an individual is entitled to know that organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA, for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application, other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences, if any, exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager, then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed on to another applicant for consideration.

WHAT IS A DEFAULT WITH TICA?

- *Arrears of Rent – a tenant can be reported to TICA from the time of arrears
- *Breaking a Tenancy Agreement – A tenant can be reported to TICA for breaking a Tenancy Agreement
- *Absconding – A tenant can be reported to TICA for leaving without providing notice
- *Breaches of Body Corporate Laws – A tenant can be reported to TICA for not complying with Body Corporate laws
- *Dishonoured cheques – Where a rental payment is made and is dishonoured, it can be reported to TICA
- *Tribunal or court orders – Any orders made against a tenant may be reported to TICA
- *Poor Periodic Inspections – If a property is not kept in a reasonable state, the matter can be reported to TICA
- *Rental Bond Claims – An agent can report any bond claims to TICA
- *Unauthorised Pets – If a tenant keeps any unauthorised pets it can be reported to TICA
- *Subletting without consent – If a tenant sublets without consent the matter can be listed with TICA
- *Bankruptcy – If a tenant wishes to list their bankruptcy details with TICA, they can do so
- *Schemes of arrangement – Where a tenant agrees to pay off a previous debt the matter can be listed with TICA
- *Noise and nuisance – If a tenant or their guests' behaviour causes obstruction to other persons peaceful enjoyment, the matter can be listed with TICA
- *Damage to property – Any damage (other than fair wear and tear) caused by a tenant or their guests can be reported to TICA
- *Taking possession without consent – Where a person takes possession of a property without consent, the matter can be listed with TICA

TRA DISCLOSURE FOR TENANTS/APPLICANTS

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them.

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose and I hereby consent to such use and disclosure of that information for that reason. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). **"I have read and I understand the above information"**

Print Name of Tenant

Signature of Tenant..... Date.....

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the below address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.
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TRADING REFERENCE AUSTRALIA
PO BOX 372 ROSE BA Y NSW 2029 AUSTRALIA
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