

APPLICATION FORM FOR RESIDENTIAL RENTAL PROPERTY

PROPERTY ADDRESS: _____ RENT P/W: _____

BOND: _____ TERM: 6 MONTH / 12 MONTH COMMENCEMENT DATE: / /

In order to process this application all questions must be answered fully. The completion of this application is 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.

APPLICANT 1

PERSONAL DETAILS:

FULL NAME: _____ DATE OF BIRTH: / /

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

DRIVER'S LIC: _____ ISSUING STATE: _____

CURRENT ADDRESS: _____

NAMES & AGES OF ALL PERSONS (NOT LISTED ABOVE) WHO WILL OCCUPY THE PROPERTY:

WILL YOU KEEP PETS ON THE PROPERTY?: **YES / NO** DETAILS: _____

RENTAL HISTORY:

CURRENT RENT AMOUNT: _____ TIME AT THE ADDRESS: _____

LANDLORD/AGENCY NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

REASON FOR VACATING THE ADDRESS: _____

PREVIOUS ADDRESS:

PREVIOUS RENT AMOUNT: _____ TIME AT THE ADDRESS: _____

LANDLORD/AGENCY NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

REASON FOR VACATING THE ADDRESS: _____

EMPLOYMENT DETAILS:

OCCUPATION: _____ EMPLOYER: _____

BUSINESS ADDRESS: _____

SUPERVISOR'S NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

LENGTH OF SERVICE: _____ INCOME: _____

SIGNATURE: _____ DATE: _____

APPLICANT 1 CONT.

IF YOU ARE SELF EMPLOYED, PLEASE PROVIDE THE FOLLOWING:

REFEREE'S FULL NAME (E.G. ACCOUNTANT): _____

COMPANY NAME: _____ POSITION: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

OTHER INCOME & SOURCE: _____

PERSONAL / BUSINESS REFERENCE:

REFEREE'S FULL NAME: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

NEAREST RELATIVE (IN CASE OF EMERGENCY):

FULL NAME: _____ RELATIONSHIP: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

PERSONAL DETAILS CONTINUED:

The following questions must be answered *If yes, give details*

1. Has your tenancy ever been terminated by a landlord or agent?: **YES / NO** _____
2. Have you ever been refused a property by any landlord or agent?: **YES / NO** _____
3. Are you in debt to another landlord or agent?: **YES / NO** _____
4. Have any deductions ever been made from your rental bond?: **YES / NO** _____
5. Is there any reason known to you that would effect your future rental payments?: **YES / NO** _____
6. **I acknowledge that the landlord and agent will rely on the truth of the above answers in assessing the application for tenancy**

APPLICANT DECLARATION :

Please circle or complete where applicable:

IT IS ESSENTIAL THAT **RENTAL PAYMENTS ARE MADE ON OR BEFORE THE DUE DATE**

DO YOU INTEND TO PAY ALL RENTAL PAYMENTS ON TIME? **YES / NO**

IN THE PAST HAVE YOU ALWAYS PAID MONIES DUE ON TIME? **YES / NO**

ARE YOU IN A POSITION TO MAKE ALL RENTAL PAYMENTS ON TIME? **YES / NO**

WE PREFER THAT RENTAL PAYMENTS BE MADE BY DIRECT DEBIT ELECTRONICALLY.

ARE YOU WILLING TO USE THIS METHOD OF RENTAL PAYMENT? **YES / NO**

WE PREFER THAT ALL RENTAL PAYMENTS ARE PER CALENDAR MONTH.

ARE YOU ABLE TO PAY MONTHLY OR FORTNIGHTLY? **MONTHLY / FORTNIGHTLY**

I/We confirm and acknowledge that:

- (1) The information contained in this application is true and correct.
- (2) All applicants are over the age of 18 years and none are bankrupt or undischarged bankrupts.
- (3) I/We will pay a security bond of _____ plus 2 weeks rent, being _____ in cash, bank cheque or money order before taking possession of the property.
- (4) Only those persons on this application will reside permanently at the property.
- (5) I/We understand and accept that immediately upon advice from the agent that the landlord has terms including the rental and other conditions in this application comes into existence and is legally binding upon me/us. I/We undertake to enter into a written Residential Tenancy Agreement as on display in the agent's office together with any other conditions therein before taking possession of the property.
- (6) I/We hereby authorise the agent to make all necessary inquiries to verify the information provided herein, including information relating to my/our employment, rental history and business and personal references.
- (7) Prior to taking possession of the property I/we will make available for copy two separate forms of proof of identification, including one photographic and the other to be a Medicare Card, Bankcard, or similar form of personal identification.

SIGNATURE: _____ **DATE:** _____

APPLICATION FORM FOR RESIDENTIAL RENTAL PROPERTY

APPLICANT 2

PERSONAL DETAILS:

FULL NAME: _____ DATE OF BIRTH: ___/___/___

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

DRIVER'S LIC: _____ ISSUING STATE: _____

CURRENT ADDRESS: _____

NAMES & AGES OF ALL PERSONS (NOT LISTED ABOVE) WHO WILL OCCUPY THE PROPERTY:

WILL YOU KEEP PETS ON THE PROPERTY?: **YES / NO** DETAILS: _____

RENTAL HISTORY:

CURRENT RENT AMOUNT: _____ TIME AT THE ADDRESS: _____

LANDLORD/AGENCY NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

REASON FOR VACATING THE ADDRESS: _____

PREVIOUS ADDRESS:

PREVIOUS RENT AMOUNT: _____ TIME AT THE ADDRESS: _____

LANDLORD/AGENCY NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

REASON FOR VACATING THE ADDRESS: _____

EMPLOYMENT DETAILS:

OCCUPATION: _____ EMPLOYER: _____

BUSINESS ADDRESS: _____

SUPERVISOR'S NAME: _____ MOBILE: _____

DAY TIME PHONE: _____ EMAIL: _____

LENGTH OF SERVICE: _____ INCOME: _____

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REFEREE'S FULL NAME (E.G. ACCOUNTANT): _____

COMPANY NAME: _____ POSITION: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

OTHER INCOME & SOURCE: _____

SIGNATURE: _____ **DATE:** _____

APPLICANT 2 CONT.

PERSONAL / BUSINESS REFERENCE:

REFEREE'S FULL NAME: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

NEAREST RELATIVE (IN CASE OF EMERGENCY):

FULL NAME: _____ RELATIONSHIP: _____

MOBILE: _____ DAY TIME PHONE: _____

EMAIL: _____

PERSONAL DETAILS CONTINUED:

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- (4) Only those persons on this application will reside permanently at the property.
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- (7) Prior to taking possession of the property I/we will make available for copy two separate forms of proof of identification, including one photographic and the other to be a Medicare Card, Bankcard, or similar form of personal identification.

SIGNATURE: _____ **DATE:** _____

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 National 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. Scarce Real Estate 457 Greenhill Road, Tusmore, SA 5065 Ph. (08) 8332 1488 Fax. (08) 8364 1560 scarce@scarce.com.au As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

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
- Referees to validate information supplied in your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients
- Other Real Estate Agents to assess the risk to our clients and verify the details provided in your tenancy application.

Secondary Purpose

During and after the tenancy we 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 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.
- Future rental references to other asset managers / owners.

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 cannot provide you with the property you requested to rent.

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 National 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 National 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: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30 XT-741-16932176 Copyright

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.

SIGNATURE: _____ **SIGNATURE:** _____ **DATE:** _____

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.

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.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

SCARCE PTY LTD. 457 Greenhill Road, Tusmore, SA 5065
Registered Agents, MREI ACN 008 015 969
Scarce Pty Ltd as Trustee for the Blue Ribbon Services Trust
ABN 90252101896 RLA 1576
Telephone: Property Management (08) 8332 1488
Sales (08) 8332 1022 Fax (08) 8364 1560
Email scarce@scarce.com.au Web Site www.scarce.com.au

SIGNATURE: _____ SIGNATURE: _____ DATE: _____