

## TENANCY APPLICATION FORM

Please note the following before handing in this form:

- Friends & relatives are NOT appropriate references for this application form.
- Please provide phone numbers for all your references. If you do not know them, it is your responsibility to provide them to this office.

<b>Your full name</b>			
<b>Your current address</b>			
<b>Your contact details</b>	Home _____	Work _____	Mobile _____
<b>Email</b>			
<b>Current rental details</b>	Agent/Landlord name _____ Agent/Landlord Phone _____ Current rent \$ _____ per week Length of current tenancy _____ Reason for leaving? _____ <b><u>CURRENT RENTAL LEDGER MUST BE SUPPLIED WITH THIS APPLICATION</u></b>		
<b>Previous rental details</b>	Address _____ Agent/Landlord _____ Agent/Landlord Phone _____		
<b>Employment</b>	Current employer _____ Job position _____ Length of employment _____ Nett monthly income \$ _____ Full time/Part time (please circle one) <b><u>CURRENT PAY SLIPS/PROOF OF INCOME MUST BE SUPPLIED WITH THIS APPLICATION</u></b>		
<b>Personal details</b>	Date of birth _____ Drivers Licence No _____ <b><u>COPY OF DRIVERS LICENCE OR OTHER FORM OF IDENTIFICATION MUST BE SUPPLIED WITH THIS APPLICATION</u></b>		
<b>Tenancy Details</b>	When do you want to start this tenancy? _____ Are you registered for Rental Bonds Online? Yes/No		
<b>Occupancy details</b>	Names of all the occupants who will live in this property? _____ Number of children (if any) _____ Ages of Children _____ Pets? Yes/No (circle one) Number and type _____		
<b>Emergency contact details</b>	Name of contact _____ Address _____ Relationship to you _____ Phone _____		
<b>Reference</b>	Name of business/personal referee _____ Phone _____		

PRIVACY STATEMENT The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

I, the Applicant, apply for approval of tenancy and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

Applicant's

Signature \_\_\_\_\_ Date \_\_\_\_\_

Agents

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for Milling Stuart Pty Ltd to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the Landlord, employment and personal referees, as well as to tradespeople, owner's corporations, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases and to third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to Milling Stuart Pty Ltd. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, Milling Stuart Pty Ltd may not be able to process the application and manage the tenancy.

I/we the said applicant/s declare that I/we give my/our permission to Milling Stuart Pty Ltd to collect my/our information and pass such information on to TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our application for tenancy. I/we further give consent to Milling Stuart Pty Ltd to contact any of my/our referees provided by me/us in my/our application for tenancy.

I/we agree and understand that once an application for tenancy has been lodged with Milling Stuart Pty Ltd and an inquiry made with a tenancy database my/our information file in that tenancy database may record the making of an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement, I/we give my/our permission to Milling Stuart Pty Ltd to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a tenancy database is subject to the conditions of the database company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I/we fail to provide Milling Stuart Pty Ltd with the information and acknowledgements required by Milling Stuart Pty Ltd it may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

FIRST APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECOND APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIRD APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_