



3/266 Peel St, Tamworth NSW 2340  
T - (02) 6766 3399 F - (02) 6766 4646  
pm1@tamworthrealestate.com.au  
[www.tamworthrealestate.com.au](http://www.tamworthrealestate.com.au)

## TENANCY APPLICATION FORM

Applications will not be processed until all the required documentation is supplied  
Each applicant must complete a separate application

### REQUIRED SUPPORTING DOCUMENTS

<u>100 Point Identification</u>	<u>Required Documents</u>
Current Drivers Licence 50	Last 3 rent receipts or agent written reference
Passport 50	Three payslips or Employment confirmation letter
Photo ID 30	Centrelink income statement
Concession Card 10	Copy of last phone or electricity accounts
Birth Certificate 10	Home owner – land and or water rates notice
Bank/Medicare Card 10	Bank statement

The property will not be held for you until the application has been approved and the holding deposit has been paid to our office in cleared funds.

#### Office Hours

Our office is open Monday to Friday 9am - 5pm and Saturday 9am - 12noon.

#### Required Documents

You will be required to provide supporting documents, these documents must be photocopied and supplied with your application. These documents are listed in the above box. Your application will not be processed if the required documents are not provided to our office.

#### Processing An Application

In most cases we are able to process your application in a 24-48 hour period and advise you by telephone. However, some delays may be experienced if we are unable to contact all of your references. You are welcome to contact our office after 48 hours to check how your application is progressing.

#### Approved Application

If your application is approved you will be required to pay one weeks rent as a holding deposit. This is to be paid either in cash to our office or via direct deposit into our nominated rent trust account.

The remaining balance is to be paid upon signing your lease.



Privacy Statement

The personal information you provide in this application or collection 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 it 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 databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's
- Referees you have nominated
- Organisations / Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us or the Landlords lawyers, to prepare the lease / tenancy documents for the premises
- Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)
- Refer to Landlord's Insurers
- Report your conduct as a tenant on the TICA database

I/ we the said applicant declare that I/we give our permission to the agent to collect my / our information and pass such information onto 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 tenancy application.

I/we further consent to the member of the Database Company to contact any of my / our referees provided by me/ us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/ we agree that in the event of a default occurring under a tenancy agreement I /we give my/ our permission to the member of the tenancy data base to register any of my details of such a breach with a tenancy database.

I/ we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

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

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member 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 application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 19002220346.

I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

AUTHORISATION

I we/ do hereby authorise my agent to provide a copy of the previous /current rental ledger, routine inspection report & information relating to my/our tenancy to Tamworth Real Estate.

I/we /do hereby authorise my employee & referee's to provide Tamworth Real Estate details of employment & personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**APPLICATION FOR TENANCY**

The pages of this application **must** be completed in full & signed or your application will **not** be processed.

Property Address:	Rent per week \$
Length of Lease:	I would like to start my Lease on / /

**APPLICANT ONE PERSONAL DETAILS**

Name	DOB	/	/	
Are you known by another name				
Phone No. Home	Work	Mobile		
Email Address		Fax No.		
Number of children to live in property		Total Occupants		
Age of children		You MUST list all occupants' names below		
Car Registration	Drivers Licence No		Licenced State	
Passport No.	18+ Card No.		Other ID	
Number of vehicles to be kept at property		Are all cars registered?		
Will a boat, trailer caravan or motorbike be kept at the property?				
Pets	Type and Breed		Number	
Are you a smoker?				
If the property has a pool – Have you cared for a pool previously?				
Full name of all occupants other than the applicant wishing to occupy the premises				

**PRESENT ADDRESS**

Address	Rented \$	per week	Owned
Name of Real Estate, Landlord or Sales Agent if property sold			
Agent/Landlord Address:		Phone:	
Period of Occupancy:		Reason for leaving:	
Do you expect the bond to be refunded in full?	Y	N	If no, why?



**PREVIOUS ADDRESS**

Address	Rented \$	per week	Owned
Name of Real Estate, Landlord or Sales Agent if property sold			
Agent/Landlord Address:		Phone:	
Period of Occupancy:		Reason for leaving:	
Was the bond refunded in full? Y N If no, why?			

**NAME OF NEXT OF KIN (Must be someone not living with you)**

Name	Relationship
Address	Phone
Name	Relationship
Address	Phone

**EMPLOYMENT & INCOME DETAILS – ALL INCOME IS TO BE SHOWN AS NET INCOME**

Occupation	Length of employment		
Employer	Phone	Weekly Wage \$	
Employment Type	Full time	Part time	Casual
	Hours per week		
Other	Student (Name of College, Tafe, UNI)		Austudy \$
Student ID Number	Overseas student	Visa Expiry Date	/ /
Pensioner Type	Weekly Income \$		
Unemployed benefit	Weekly Income \$		
Self Employed (Name of Business)	Weekly Income \$		
Address	Phone		
How long established	ABN Number		
Accountant Name	Phone		
Other type of income (eg Savings or Investments)	Other Income \$		

**All the information provided in this application is true and correct to the best of my knowledge**

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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The pages of this application **must** be completed in full & signed or your application will **not** be processed.

Property Address:	Rent per week \$
Length of Lease:	I would like to start my Lease on / /

**APPLICANT TWO PERSONAL DETAILS**

Name	DOB	/	/
Are you known by another name			
Phone No. Home	Work	Mobile	
Email Address		Fax No.	
Number of children to live in property		Total Occupants	
Age of children	You MUST list all occupants' names below		
Car Registration	Drivers Licence No	Licenced State	
Passport No.	18+ Card No.	Other ID	
Number of vehicles to be kept at property		Are all cars registered?	
Will a boat, trailer caravan or motorbike be kept at the property?			
Pets	Type and Breed	Number	
Are you a smoker?			
If the property has a pool – Have you cared for a pool previously?			
Full name of all occupants other than the applicant wishing to occupy the premises			

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Name	Relationship
Address	Phone

**EMPLOYMENT & INCOME DETAILS – ALL INCOME IS TO BE SHOWN AS NET INCOME**

Occupation	Length of employment
Employer	Phone Weekly Wage \$
Employment Type	Full time Part time Casual Hours per week
Other	Student (Name of College, Tafe, UNI) Austudy \$
Student ID Number	Overseas student Visa Expiry Date / /
Pensioner Type	Weekly Income \$
Unemployed benefit	Weekly Income \$
Self Employed (Name of Business)	Weekly Income \$
Address	Phone
How long established	ABN Number
Accountant Name	Phone
Other type of income (eg Savings or Investments)	Other Income \$

**All the information provided in this application is true and correct to the best of my knowledge**

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### APPLICATION FOR TENANCY REFERENCE CHECK

3/266 Peel Street, Tamworth NSW 2340

T – (02) 67663399

F – (02) 67664646

In accordance with the privacy Act, I/We the undersigned authorise the recipient of this fax to give information to Tamworth Real Estate, regarding my/our rental history/  
I/We understand this information will be used to assess my/our application to lease.

Applicant/s Name			
Current Residential Address			
Period Of Tenancy	From	To	Rent paid per week \$
Name of Managing Agent Or Owner			Agents Contact Name
Phone Number of Agent or Owner			Fax Number of Agent or Owner
Signature/s of applicant			

**PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION**

**Our office will fax this to your agent and request a reference from them. Please do not complete the lower section.**

Dear Agent, Please complete and return by fax to Tamworth Real Estate – Fax Number: (02) 67664646

Name & Position of the person filing in this form	
How long at the property?	
How much rent did they pay?	
Was the tenant cooperative to deal with?	
Did they pay rent on time? If not perfect & consistent, please specify problems	
Were there any periodic inspections? Result of periodic inspections	
Were the lawns and gardens kept in good order?	
Did they have pets? If yes please state kind Did the pets cause any damage? If yes, please state	
Are the tenant/s considerate of neighbours?	
Were any notices ever issued for breach of the tenancy agreement? If yes, please provide details	
Do you know why they left or leaving?	
Was the bond refunded? If no, please give details	
Would you rent to them again?	
Signature of Agent/Owner PLEASE ATTACH A COPY OF TENANT LEDGER	