

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 and a \$15.00 lease fee. 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