

TENANT APPLICATION INFORMATION

- All applications must be supported by suitable photo identification.
- An application must be filled out per adult who will be residing in the property.
- Applications need to include supporting documentation such as proof of income, bank statements and previous rental history.

100 Point Check

50 Points – previous rental ledger		30 Points – Passport	
40 Points – Driver’s License		20 Points – Letter from previous Agent	
30 Points – Photo identification		20 Points – Bank Statements	
10 Points – Birth Certificate		20 Points – Utilities Account(electricity)	
10 Points – Medicare Card, Pension card		10 Points – Car Registration Documents	

Do you have a rental history?

If you have rented through a Real Estate Agent then your rental history can be proven. Not only can they prove where you have been living and supply an unbiased reference, but they can also provide a copy of your rental history ledger. If you have rented from a Real Estate Agent for the past 2 years, then this office will require a completed Tenancy Application, your rent ledgers plus, the balance of 50 points outlined above.

Have you not rented through a real estate agent?

Perhaps you have never rented before, owned you own property, rented privately or been under a shared tenancy arrangement or another situation. In this instance, the owner of the property will consider each application on its own merits and on application, determine whether you are a suitable tenant for their property. If you have not rented through a real estate Agency, then we require 100 points as outlined above. If you cannot meet the 100 point check, then please contact our office to discuss this matter.

Before lodging your application please ensure

- Application is clear & legible,
- All necessary phone & contact numbers are provided,
- Application is signed (in 2 places) including the Privacy Act Statement, and
- All supporting information is supplied.

Depending on the standard of the application and whether or not you have rented from a Real Estate Agent we may ask you for further information & documentation.

Processing your application:

In most cases an application will be processed within 24 - 48 hours, however, it can take longer if we are unable to confirm any of the details entered on your application.

Approval of an application:

If you are approved, you will be required to pay a holding deposit of one week’s rent, which will be deducted from the total sum to be paid on the lease signing. This deposit is non-refundable and is accepted under the terms and conditions of the proposed lease. Please note that this must be paid in cleared funds (cash, EFTPOS, direct debit or money order). The property will not be secured for you until this deposit is paid and any delay in lodging the deposit may result in the property being given to another applicant.

PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED IF THIS PAGE IS NOT SIGNED WHERE INDICATED

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 cannot process your application.

Agency Name: Kingscliff Sales and Rentals
Address: 2/110 Marine Parade, Kingscliff, NSW, 2487
Phone: (02) 66745888 Fax: (02) 66745800
Email: rentals@salesandrentals.com.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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, Credit Providers and related persons to permit them to contact or locate you.
- 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.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make.

Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

*

PRINT NAME

SIGNATURE

DATE

APPLICATION FOR TENANCY

PROPERTY ADDRESS _____ RENT PER WEEK \$ _____

APPLICANTS DETAILS

Full Names: Surname _____ Given Names _____

Current Address _____

Phone: (H) _____ (W) _____ (M) _____

Email _____ @ _____

Date of Birth ____/____/____ Marital Status _____ Children _____ Ages _____

Driver's License _____ State Issued _____ Passport Number _____

Emergency Contact(not living in the property)
Name _____ (Ph) _____ Relationship _____

Do you intend to keep pets? YES/NO NUMBER _____ INSIDE/OUTSIDE.TYPE/BREED _____

Are you a smoker? YES/NO INSIDE/OUTSIDE

Total intended number of vehicles to be at this property: CARS _____ TRAILERS _____ MOTORBIKES _____
MAKE/MODEL/YEAR/REGISTRATION/STATE _____

Do you intend on taking boarders/sharers to assist with rent payments YES/NO How many _____

EMPLOYMENT DETAILS

Occupation (current employer)

Occupation _____ Employer _____

Address _____ Phone _____

Contact _____ Position _____

Period of employment _____

Occupation (previous employer)

Occupation _____ Employer _____

Address _____ Phone _____

Contact _____ Position _____

Period of employment _____

Income (wages or salary) \$ _____ P/W

Benefits (e.g. Pension, Govt. allowances) \$ _____ P/W

Other income \$ _____ P/W (Please state) _____

TOTAL INCOME \$ _____ P/W

ASSETS

CASH IN BANK \$ _____

PROPERTY \$ _____

INVESTMENTS \$ _____

What type - Please state

TENANCY HISTORY (LAST 4 YEARS)

CURRENT ADDRESS

Rented through Agency/Private Rental/Owned/Shared/Family

Agent/Private Owner _____

PH _____ FAX _____ FROM ___/___/___ to ___/___/___

PREVIOUS ADDRESS

Rented through Agency/Private Rental/Owned/Shared/Family

Agent/Private Owner _____

PH _____ FAX _____ FROM ___/___/___ to ___/___/___

PREVIOUS ADDRESS

Rented through Agency/Private Rental/Owned/Shared/Family

Agent/Private Owner _____

PH _____ FAX _____ FROM ___/___/___ to ___/___/___

1. Rental History

- a. Have you ever been evicted by any landlord or Agent? YES/NO
- b. Are you in debt to another landlord or Agent? YES/NO
- c. Is there any reason known to you that will affect you rental payment? YES/NO
- d. Are you aware that you may be listed on a tenant default database? YES/NO

If yes to any of the above please state _____

- 2. Have you ever been served a termination notice or notice to comply? YES/NO**

If yes to the above please state _____

- 3. If this application is successful can you guarantee that you will pay your rent in advance YES/NO**

- 4. If your application is successful, do you wish to lodge your Bond online through the Rental Bonds online or have this office lodge for you via written form?**

- 5. Any other information that may support your application _____**

RENTAL/CHARACTER REFERECES: These are persons only either involved in community (someone who has a public position or known to the community e.g. post office, Real Estate Agent employed, Government employed) or if you are a local person then someone who this office may know either through business or personally who can vouch that you are able to pay rent and maintain the property. Please no relatives or personal friends

REFERENCE 1

NAME _____ PH NUMBER _____

NO. YEARS KNOWN _____ EMPLOYMENT POSITION/RELATIONSHIP _____

COMPANY THEY WORK FOR _____ TOWN/CITY _____

REFERENCE 2

NAME _____ PH NUMBER _____

NO. YEARS KNOWN _____ EMPLOYMENT POSITION/RELATIONSHIP _____

COMPANY THEY WORK FOR _____ TOWN/CITY _____

Reservation of Premises:

1. Subject to the acceptance of this application and in consideration of payment ONE WEEKS RENT, the applicant wishes to reserve the premises until the lease is signed (max 21 days), subject to the terms and conditions as set out in this application and any Residential Tenancy Agreement made following this application. This form acts as acknowledgement of this application and the receipt of monies.
2. Should the owner accept this application, the reservation fee will be credited towards the rent. Should however the application be refused, then the fee will be fully refunded to the applicant.
3. If the applicant advised that they do not wish to proceed with the application, then the owner may keep a percentage of the fee as being equal to the pro rata amount of rent that would have been payable during the reservation period.
4. It is acknowledged that during the reservation period, no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

The applicant acknowledges that:

- A. The information supplied in this application is true and correct and on this basis, the owner is entering into the Residential Tenancy Agreement.
- B. The applicant is not bankrupt or insolvent.
- C. The premises have been inspected by the applicant.
- D. The applicant accepts the current state, condition and cleanliness of the property.
- E. You have the applicant's authority as agent, to conduct an inquiry with Tenancy Information Centre Australia P/L, and any other searches which you may deem necessary that may verify the information provided. I/ We do solemnly and sincerely declare that the above information is true and correct and has been supplied to you to assist in the assessment of my/ our application. If approved and the tenant defaults with this office their personal information could be listed on a tenant database.
- F. Under the Privacy Act 1998 you have our authority to collect, use and process information from this application to verify the potential tenants identity and to process and evaluate the application and disclose to the owner of the property the suitability of the application then to manage the tenancy if approved. If this information is not provided in full then we not be able to process the application.

NOTICE: Section 42A of the Property, Stock and Business Agents 1941 provides that an application to review a statement of claim or itemized account may be made to the Director General of the Department of Fair Trading, within 28 days after the statement of claim or itemized account is served on you.

FREE UTILITY CONNECTION SERVICE



MyConnect will contact you to connect your utilities for FREE



- Yes, Please Contact Me**
 Interpreter required
 OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au

TENANCY TERMS

Period _____ Commencing ____/____/____ at the rental of \$ _____ per week
Initial 2 weeks rent \$ _____
Bond (4 weeks) \$ _____
Total payable on signing \$ _____

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA, TRA or VEDA for the purpose of checking your tenancy history and Barclays history.

* Signed by the Applicant _____ Date _____



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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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

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 organisation 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, driver's 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 including its deletion timeframe policies 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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.

Other key information

How will I be able to pay my bond money?

Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply log on to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



Need help?

Visit the Fair Trading website

fairtrading.nsw.gov.au/rentalbondsonline where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to

<https://rbo.fairtrading.nsw.gov.au/tenant/login>

to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team

Email **rbosupport@finance.nsw.gov.au**

Call **1800 990 724**

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20

TTY: **1300 723 404** (for hearing impaired)

Language assistance: **13 14 50** (ask for an interpreter in your language)

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