



## APPLICATION FOR TENANCY

(to be completed by all adult Applicants and unaccompanied minors)

<b>TENANCY DETAILS</b>	Property Address			
	Lease Commencement Date:        /        /	Lease Term:		
	Rent Amount: \$        /week	Bond: \$		
	<b>Total Amount Payable on Signing of Tenancy Agreement: \$</b> (Full Bond + 2 weeks rent in advance)			
<b>HOW DID YOU FIND OUT ABOUT THIS PROPERTY?</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> For Rent Sign	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Referral
	<input type="checkbox"/> Other Agent	<input type="checkbox"/> Website / Other Details:		
<b>APPLICANT'S DETAILS</b>	Name:			
	Phone (H):		Phone (W):	
	Mobile:		Date of Birth:        /        /	
	Email Address:			
<b>CURRENT ADDRESS / RENTAL DETAILS</b>	Address:			
	Period of Occupancy:        Years        Months		Rent / Repayment per Week: \$	
	Situation: <input type="checkbox"/> Renting <input type="checkbox"/> Owned <input type="checkbox"/> Other Details:			
	Agent / Landlord (if applicable):			
	Phone:		Mobile:	
	Email Address:			
<b>PREVIOUS ADDRESS / RENTAL DETAILS</b>	Address:			
	Period of Occupancy:        Years        Months		Rent / Repayment per Week: \$	
	Situation: <input type="checkbox"/> Renting <input type="checkbox"/> Owned <input type="checkbox"/> Other Details:			
	Agent / Landlord (if applicable):			
	Phone:		Mobile:	
	Email Address:			
<b>CURRENT EMPLOYMENT DETAILS</b>	Company / Organisation:			ABN:
	Your Position:		Duration of Employment:        Years        Months	
	Employment Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self-Employed			
	Total Annual Income (as declared to Australia Taxation Office): \$			
	Name of Supervisor / HR Manager / Accountant:			
	Phone:		Email:	
<b>PREVIOUS EMPLOYMENT DETAILS</b>	Company / Organisation:			ABN:
	Your Position:		Duration of Employment:        Years        Months	
	Employment Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self-Employed			
	Total Annual Income (as declared to Australia Taxation Office): \$			
	Name of Supervisor / HR Manager / Accountant:			
	Phone:		Email:	
<b>IF A STUDENT OR NOT CURRENTLY EMPLOYED</b>	Student ID #		Institution:	
	Faculty / Course:		Duration:	
	<input type="checkbox"/> Currently Not Employed (Please indicate documents supplied with this Application to confirm your income source)			
	<input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents			
	<input type="checkbox"/> Bank Statements <input type="checkbox"/> Other Please specify:			
<b>AUSTRALIAN CITIZEN</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – copy of your Passport and Visa must be attached to this application			

<b>VEHICLE INFORMATION</b>	Total number of vehicles (including car/motorcycle/boat/caravan) to be kept at the property:					
	Make	Model	Registration No	State	Ownership	
	1.				<input type="checkbox"/> Owned <input type="checkbox"/> Financed	
	2.				<input type="checkbox"/> Owned <input type="checkbox"/> Financed	
<b>OCCUPANCY DETAILS</b>	Number of Adults:		Number of Dependents:		Number of Smokers:	
	Full Name		Current Address			Age
	1.					
	2.					
	3.					
4.						
<b>PETS</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes Details of Pet Type/Breed:					
	If YES, a Pet Application Form needs to be completed. Please contact our office to discuss.					
<b>EMERGENCY CONTACTS</b>	<i>Contact details of your closest relatives who will not be residing with you. One of them should be your Next of Kin.</i>					
	Name:			Name:		
	Relationship:			Relationship:		
	Address:			Address:		
	Home Phone:			Home Phone:		
	Work Phone:			Work Phone:		
	Mobile:			Mobile:		
<b>PERSONAL REFERENCES</b>	<i>Contact details of your personal/business referees who are not related to you.</i>					
	Name:			Name:		
	Occupation:			Occupation:		
	Relationship:			Relationship:		
	Phone/Mobile:			Phone/Mobile:		
<b>USE OF PREMISES</b>	Will the Premises be used for business purposes: <input type="checkbox"/> No <input type="checkbox"/> Yes Details:					
<b>TENANCY HISTORY</b>	Have you ever been evicted by any Lessor/Agent?			<input type="checkbox"/> No <input type="checkbox"/> Yes Detail:		
	Have you been refused another property by a Lessor/Agent?			<input type="checkbox"/> No <input type="checkbox"/> Yes Detail:		
	Are you in debt to another Lessor/Agent?			<input type="checkbox"/> No <input type="checkbox"/> Yes Detail:		
	Is there any reason known to you that will affect your ability to pay rent when due?			<input type="checkbox"/> No <input type="checkbox"/> Yes Detail:		
	Was your rental bond at your last address refunded in full?			<input type="checkbox"/> No <input type="checkbox"/> Yes Detail:		
<b>100 POINTS OF IDENTIFICATION / SUPPORTING DOCUMENTS CHECKLIST</b>	<i>Items checked below must be produced prior to any Tenancy Application being considered.</i>					
	<b>Personal Identifications</b>			<b>Supporting Documents</b>		
	Passport	60 Points	<input type="checkbox"/>	2 Most Recent Pay Slips	<input type="checkbox"/>	
	Drivers Licence / 18+ Card	40 Points	<input type="checkbox"/>	Confirmation of Employment / Letter of Offer	<input type="checkbox"/>	
	Other Photo ID	30 Points	<input type="checkbox"/>	Motor Vehicle Registration Certificate	<input type="checkbox"/>	
	Medicare Card	15 Points	<input type="checkbox"/>	Current/Previous Tenancy Ledger	<input type="checkbox"/>	
	Bank Card / Credit Card	15 Points	<input type="checkbox"/>	Current/Previous Tenancy Reference	<input type="checkbox"/>	
	Pension Card / Health Care Card	15 Points	<input type="checkbox"/>	Telephone/ Mobile Account	<input type="checkbox"/>	
	Birth Certificate	10 Points	<input type="checkbox"/>	Electricity/Gas Account	<input type="checkbox"/>	
<b>TOTAL POINTS:</b>			Bank Statement	<input type="checkbox"/>		
<b>DECLARATION</b>						
During my inspection of the Property on        /        / 20        , I found it to be in a satisfactory condition. I declare that all information provided in this Application is true and correct. I apply for approval to rent the Property referred to in this form and acknowledge that my application will be referred to the Lessor for consideration. I declare that I am not bankrupt or insolvent.						
<b>APPLICANT'S SIGNATURE:</b>			<b>DATE:</b> /        / 20			

<p><b>TERMS OF APPLICATION</b></p> <p><b>1. Applicant's Warranty</b> The Applicant warrants:</p> <ol style="list-style-type: none"> <li>(1) the details provided are true and correct; and</li> <li>(2) they are not bankrupt or insolvent.</li> </ol> <p><b>2. Applicant Agrees</b> The Applicant agrees:</p> <ol style="list-style-type: none"> <li>(1) they have inspected the premises in and accept its condition.</li> <li>(2) on acceptance of this Application for Tenancy by the Lessor being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Lessor on the terms and conditions of a Tenancy Agreement prepared at the direction of the Lessor.</li> <li>(3) upon the signing of the Tenancy Agreement, to pay the Bond and Rent amount in an approved way as more particularly set out in the Tenancy Agreement.</li> <li>(4) the Applicant will forthwith upon receipt of same, sign the completed Tenancy Agreement.</li> <li>(5) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.</li> <li>(6) the Lessor/Lessor's Agent is not required to give an explanation to the Applicant for any Application not approved.</li> </ol> <p><b>3. Privacy Statement</b></p> <p>3.1 The Lessor's Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.</p>	<p>3.2 You as the Applicant agree, to further assess your Application, the Lessor's Agent may subject to the Privacy Act 1988 (CTH) (where applicable), collect information from and use and disclose personal information to:</p> <ol style="list-style-type: none"> <li>(1) the owner of the Property to which this Application for Tenancy applies; and/or</li> <li>(2) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; and/or</li> <li>(3) tradespeople and similar contractors engaged by the Lessor/Lessor's Agent in order to facilitate the carrying out of works with respect to the Property; and/or</li> <li>(4) previous managing agents and nominated Referees to confirm information provided by you; and/or</li> <li>(5) the Lessor's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Lessor's Agent relating to the administration of the Property and use of the Lessor's Agent's service; and/or</li> <li>(6) the utility connection provider, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services; and/or</li> <li>(7) Body Corporate</li> </ol> <p>3.3 Without provision of certain information the Lessor's Agent may not be able to act effectively or at all on the Lessor's behalf as a result of which your Application may not be acceptable to the Lessor.</p> <p>3.4 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.</p>
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<p><b><u>APPLICANT'S PERSONAL INFORMATION CONSENT</u></b></p> <p>I, _____, the Applicant, give my consent <b>GRANGE PROPERTY MANAGEMENT Pty Ltd</b> (the Agent) to make enquiries to verify the information I have provided to the Agent in this Tenancy Application in accordance with the Privacy Act 1988 (CTH) with relevant tenancy databases including databases of my previous Letting Agents.</p>	
<p><b>APPLICANT'S SIGNATURE:</b></p>	<p><b>DATE:</b>        /        / 20</p>

<p><b>PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANCY APPLICANTS AND APPROVED OCCUPANTS</b></p> <p>This form provides information about how we the below name 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 ITCA we can not process your application.</p> <p>Member Name: <b>GRANGE PROPERTY MANAGEMENT PTY LTD</b>  Address: <b>865 STANLEY STREET, WOOLLOONGABBA QLD 4102</b>  Phone: <b>1800 856 550</b>  Email: <a href="mailto:info@grangepropertymanagement.com.au">info@grangepropertymanagement.com.au</a></p> <p>As a professional asset manager we collect personal information about you. The information we collect can be accessed by you contacting our office on the above number or address.</p> <p><u>Primary Purpose</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>▪ The Lessor for approval or rejection of your application</li> <li>▪ TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application</li> <li>▪ Referees to validate information supplied in your application</li> <li>▪ Other Real Estate Agents to assess the risk to our clients</li> </ul> <p><u>Secondary Purpose</u></p> <p>During and after the tenancy we may disclose your personal information to:</p> <ul style="list-style-type: none"> <li>▪ Trades people to contact you for repairs and maintenance of the property</li> <li>▪ Tribunals or Courts having jurisdiction seeking orders or remedies</li> <li>▪ Debt Collection Agencies and affiliated industries</li> <li>▪ TICA Default Tenancy Control Pty Ltd to record details of your tenancy history</li> <li>▪ Lessor's insurer in the event of an insurance claim</li> <li>▪ Future rental references to other asset managers / owners</li> </ul> <p>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 duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.</p>
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## 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 28 137 488 503) 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: 1902 220 346 call 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, drivers licence number, proof of age card number and/or passport number (except Australia) and address at the time of making 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](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contact The TICA Group on our helpline 1902 220 346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones)

If your 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.

APPLICANT'S SIGNATURE:

DATE:        /        / 20

## MARKETING CONSENT

I, the Applicant understand that the Agency may need to contact me about Property related information such as properties for rent or for sale or other services which may interest me. I am the telephone and/or email account holder or nominated person by the account holder and I give consent to **GRANGE PROPERTY MANAGEMENT PTY LTD** to use the phone and/or email details provided in this Application to contact me for marketing purposes until I advise in writing otherwise.

APPLICANT'S SIGNATURE:

DATE:        /        / 20