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TENANT APPLICATION INFORMATION

This is a non-binding agreement by both parties. The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 9:00am - 4:00pm please call to arrange an appointment

PLEASE READ PRIOR TO COMPLETING THIS APPLICATION

You must have photo identification to apply for a rental property. All required fields including phone, email and or fax numbers for your employer, landlord, and or previous agent must be completed. If this information is not included your application cannot be processed.

The identification checklist is a minimum document requirement; we suggest you provide as much documentation as possible. Overall, we need to sustain your identification, income and residency. If you have been a home owner, please remember to provide a copy of your Rates Notice.

Each applicant must have at least one document from each of the categories below;

PHOTO IDENTIFICATION - You must provide Drivers Licence, 18+ Card, University or TAFE Card, Passport

PROOF OF CURRENT ADDRESS - Phone or Electricity account, car registration papers, Council Rate Notice

PROOF OF INCOME SOURCES - Pay slips, Bank statements, Centrelink statement, ATO Notice

IDENTIFICATION – 100 Point Checklist

PETS - Photo must be supplied

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form, please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation, including any special conditions, prior to entering into the tenancy agreement.

PROCESSING AN APPLICATION

Our aim is to have an outcome for you within 24 – 48 hours of receiving your application (Monday - Friday)

APPROVED APPLICATIONS

Should your application be approved, within 24 hours of acceptance you will be required to complete the following: Return COMPLETED application via Email: admin@goldcityrealty.com.au or Fax: (07) 4401 5079, Sign & return the General Tenancy Agreement (Form 18a) & Bond Lodgement (Form 2), Transfer payment of Four (4) Weeks Bond & Two (2) Weeks Rent Note: This can be paid via electronic transfer or EFTPOS.

TENANT APPLICATION INFORMATION ACKNOWLEDGEMENT

I, the applicant,

- (i) Acknowledge that I have inspected the property both internally and externally
- (ii) Acknowledge that should this application be successful; the general tenancy agreement (Form 18a) and bond lodgement (Form 2) will be signed and returned within 24 hours of acceptance
- (iii) Acknowledge that should this application be successful; I agree to pay the minimum two weeks rent and four weeks bond within 24 hours of acceptance
- (iv) Acknowledge that should this application be unsuccessful all documents provided will be destroyed immediately

Address of rental property _____

Name _____ Applicants Signature _____

Name _____ Applicants Signature _____

FIRST APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____ Mobile Phone _____

Work Phone _____ Email _____ Number of dependants _____

Names & Ages _____

PETS

No Yes (please circle one)

please supply photo, type, breed & name of pet _____

Driver's license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____

Employers Contact Name _____ Employers Phone Number _____

Length of employment _____ Net weekly income\$ _____

Full time Part time Casual (Please circle one)

PREVIOUS EMPLOYMENT (if less than 6 months)

Previous employer _____ Occupation _____

Employers Contact Name _____ Employers Phone Number _____

Length of employment _____ Net weekly income\$ _____

Full time Part time Casual (Please circle one)

SELF EMPLOYMENT DETAILS

Company name _____ Trading as _____

Address _____ ABN _____ Personal net income PW \$ _____

Industry/ nature of business _____ How long established _____

Accountant _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____

Income Source Net weekly income \$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

RESIDENTIAL DETAILS

Current Address _____

Owned Rented (please circle one) Rent per week \$ _____ Period of occupancy _____

Name of real-estate, lessor or agent _____

Agent / lessor phone number _____ Reason for leaving _____

Was Bond refunded in full? Yes No (please circle one)

If Not, why? _____

Previous Address _____

Owned / Rented (please circle one) Rent per week \$ _____ Period of occupancy _____

Name of Real-estate, lessor or agent if property sold _____

Agent / lessor phone number _____ Reason for leaving _____

Was Bond refunded in full? Yes No (please circle one)

If Not, why? _____

REFERENCES

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

PERSONAL REPRESENTATIVE

[closest relative not living with you]

Name _____ Relationship _____

Address _____ Phone Number _____

Are you a smoker Non-smoker (please circle one)

Total number of vehicles to be kept on property? _____

Car Caravan Boat Truck (please circle whichever is applicable)

APPLICANTS SIGNATURE _____ DATE _____

start of lease date / / end of lease date / /

SECOND APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____ Mobile Phone _____

Work Phone _____ Email _____ Number of dependants _____

Names & Ages _____

PETS

No Yes (please circle one)

please supply photo, type, breed & name of pet _____

Driver's license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____

Employers Contact Name _____ Employers Phone Number _____

Length of employment _____ Net weekly income\$ _____

Full time Part time Casual (Please circle one)

PREVIOUS EMPLOYMENT (if less than 6 months)

Previous employer _____ Occupation _____

Employers Contact Name _____ Employers Phone Number _____

Length of employment _____ Net weekly income\$ _____

Full time Part time Casual (Please circle one)

SELF EMPLOYMENT DETAILS

Company name _____ Trading as _____

Address _____ ABN _____ Personal net income PW \$ _____

Industry/ nature of business _____ How long established _____

Accountant _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____

Income Source Net weekly income \$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

RESIDENTIAL DETAILS

Current Address _____

Owned Rented (please circle one) Rent per week \$ _____ Period of occupancy _____

Name of real-estate, lessor or agent _____

Agent / lessor phone number _____ Reason for leaving _____

Was Bond refunded in full? Yes No (please circle one)

If Not, why? _____

Previous Address _____

Owned / Rented (please circle one) Rent per week \$ _____ Period of occupancy _____

Name of Real-estate, lessor or agent if property sold _____

Agent / lessor phone number _____ Reason for leaving _____

Was Bond refunded in full? Yes No (please circle one)

If Not, why? _____

REFERENCES

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

PERSONAL REPRESENTATIVE

[closest relative not living with you]

Name _____ Relationship _____

Address _____ Phone Number _____

Are you a smoker Non-smoker (please circle one)

Total number of vehicles to be kept on property? _____

Car Caravan Boat Truck (please circle whichever is applicable)

APPLICANTS SIGNATURE _____ DATE _____

start date / / finish date / /

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name's: _____ I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will.

I, the applicant understands that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness.

I understand that you as the agent are bound by the Privacy Act and the Australian Privacy Principals (APP'S and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into the tenant agrees that, should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and/ or other agents.

Once the application has been approved, I agree to pay a minimum of the two weeks rent to secure the property. In this instance, that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE TWO WEEKS RENT & THE TENANCY DOCUMENTATION HAVE BEEN SIGNED BY ALL PARTIES.

I, the applicant, accept that, if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your application will be shredded unless you advise us that you will be collecting it.

APPLICANTS SIGNATURE _____ **DATE** _____

APPLICANTS SIGNATURE _____ **DATE** _____

TICA PRIVACY DISCLOSURE

This form provides information about how your personal information is handled, as required by the Australian 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.

As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you by contacting our office. Primary Purpose 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: The Lessor / Owners for approval or rejection of your application, 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, Referees to validate information supplied in your application and Other Real Estate Agents 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 During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and 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 databases. This information is information that would be available to the Agent on a truthfully completed tenancy application form. 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 Australian 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 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$16.50. TICA 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 organization 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 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.

APPLICANTS SIGNATURE _____ **DATE** _____

APPLICANTS SIGNATURE _____ **DATE** _____