



## TENANCY APPLICATION PROCEDURE AND POLICY

### **PROPERTY INSPECTION**

Please ensure that all applicants have inspected the property prior to completion of an application.

### **APPLICATION CHECKLIST**

Each applicant must submit an individual application form. It must be completed in full, signed by all applicants and witnessed and be accompanied by signed Declaration and Privacy Statement. Please provide 100 points of ID providing only 1 form of Primary ID and the remainder made from the Secondary ID section as follows:

#### **PRIMARY IDENTIFICATION**

Only **1** can be provided from this section

- Drivers Licence 40 points
- Passport 40 points
- Proof of Age Card 30 points
- Other Photographic ID 20 points

#### **SECONDARY IDENTIFICATION**

- Current Wage Advice 20 points
- Previous 4 rent receipts 20 points
- Vehicle Registration Certificate 20 points
- Bank Statement 20 points
- Telephone Account 10 points
- Electricity Account 10 points
- Medicare Card 10 points
- Debit / Credit Card 10 points

Your application will be processed within 24 hours.

On acceptance of your application you will be required to pay a deposit within 24hrs, being a minimum of one week's rent. This amount will be deducted from the amount of the Rental Bond & 2 weeks in advance payable prior to the commencement of the tenancy.

### **TIC Realty Property Management Services**

Building 8, 107 Miles Platting Road

Eight Mile Plains QLD 4113

P| 07 3456 4240 F| 07 3456 4295 E| [reception@ticrealty.com.au](mailto:reception@ticrealty.com.au)

[www.ticrealty.com.au](http://www.ticrealty.com.au)

## Tenancy Application Form

Please be advised, this application will only be processed once **ALL** details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

### PROPERTY DETAILS

Address of Property:		
Lease commencement date:    /    /	Lease Term:	
Rental Amount: \$	Rental Bond: \$	No. occupying the property:
No. and types of pets:	No. of children:	Children ages:

### PERSONAL DETAILS

Given Name(s):		Surname:	
Mobile:	Home:	Work:	Fax:
Email:		Date of Birth:	
Drivers Licence No:		Drivers Licence State of issue:	
Passport No:		Country of Birth:	

### CURRENT TENANCY DETAILS

Current address:	
Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

### PREVIOUS RENTAL HISTORY 1

Previous Address:	
Length of time at above address: From                      to	Rent Paid:
Name of Landlord / Agent:	Phone:

### CURRENT EMPLOYMENT

Occupation:	Current Employer
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:    From:	Net weekly income:

## SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income: From	

## PREVIOUS EMPLOYMENT – if current employment is less than 12 months

Previous Occupation:	Previous Employer
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment: From:	Net weekly income:

## STUDENT INFORMATION

Place of Study:	Course Name:
Length of Course:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

## REFEREES

Business referee (1):	Relationship:
Business Phone:	Mobile:
Personal referee (2):	Relationship:
Phone:	Mobile:

## NEXT OF KIN

Given Name(s):	Surname:	
Relationship:	Mobile:	Home:
Address:		

## Please answer the following:

Have any of your previous tenancies been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to any, please provide details:		

**PRIVACY DISCLOSURE STATEMENT OF TIC REALTY**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**PRIVACY CONSENT**

I the Applicant acknowledge that I have read the Privacy Notice of TIC Realty. I authorise TIC Realty to collect information about me from: 1. My Previous letting agents and/or landlords; 2. My personal referees; 3. Any Tenancy Default Database which may contain personal information about me. I also authorise TIC Realty to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). I authorise TIC Realty to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases. Where TIC Realty is requested by me to arrange for the provision of connection and disconnection services, I consent to TIC Realty disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to TIC Realty disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither TIC Realty nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with TIC Realty. I acknowledge that TIC Realty, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the TIC Realty service; normal service provider fees or bonds may apply.

Applicant's Signature	Applicant's Name	Date
Witness's Signature	Witness's Name	Date

**OFFICE USE ONLY**

**100 POINT IDENTIFICATION CHECK** – The following identification has been photocopied and is attached to this application.

Item	Points	Initial	Item	Points	Initial
Drivers Licence	40		Vehicle Registration Certificate	20	
Passport	40		Bank Statement	20	
Proof of Age Card	30		Telephone Account	10	
Other Photographic ID	20		Electricity Account	10	
Current Wage Advice	20		Gas Account	10	
Previous 2 Rent Receipts	20				