

# Tenancy Application Form

Deliver by post to PO Box 2112, Kambah ACT 2902  
Email to [smpm@oneagency.com.au](mailto:smpm@oneagency.com.au) or Fax to 02 6100 6134

## Property Details

Address of Property:	
Preferred commencement date:	Lease term:
Proposed per week: \$	Preferred payment: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly
Number of persons occupying property:	Adults      Children
Please specify the age of any children:	
Do you have pets? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify):	
Does your pet live: <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Indoor & Outdoors	
Smoker: <input type="checkbox"/> No <input type="checkbox"/> Yes	

## Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	
Given Name(s):	Surname:
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:
Car Registration:	Type of car:
Pension Type:	Pension Number:

## Current Residence

Current Address:	
Do you: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Boarding <input type="checkbox"/> Living with parents <input type="checkbox"/> Temporary Accommodation	
Name of Landlord/Managing Agent/Selling Agent:	
Length of time at residence: From                      to	
Rent paid per week:	Phone:
Email address:	Fax:
Reason for leaving:	Contact name:

## Previous Residence

Previous Address:	
Do you: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Boarding <input type="checkbox"/> Living with parents <input type="checkbox"/> Temporary Accommodation	
Name of Landlord/Managing Agent/Selling Agent:	
Address of Agent:	
Rent paid per week:	Phone:
Reason for Leaving:	Fax:
Length of time at residence: From                      to	
Bond refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please specify why:	

**Current Employment**

Employers Name:	
Employers Address:	
Contact Name (payroll/manager):	
Occupation:	Length of Employment:
Office Phone:	Email:
Is your employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	
Income Amount: \$	
Other income: \$	Type of other income:

**Previous Employment (if current employment is less than 6 month)**

Employers Name:	
Employer Address:	
Contact Name (payroll/manager):	
Occupation:	Length of Employment:
Office Phone:	Email:
Was your Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	

**Self-Employment Details**

Business Name:	Business Type:	
Business Address:		
Position Held:	ABN:	
Accountant Name:	Phone:	
Accountant Address:		
Net Income \$	Per week \$	Length of time operating:

**Student Information**

Place of study:	Course Name:
Course Length:	Student Number:

**Referees**

Business Referee:	Relationship:
Phone:	Mobile:
Personal Referee:	Relationship:
Phone:	Mobile:

**Next of Kin**

Given Name(s):	Surname:
Relationship:	
Address:	
Phone:	Mobile:
Email:	

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 100 Points of Identification Check

Item	<input checked="" type="checkbox"/>	Points	Initial	Item	<input checked="" type="checkbox"/>	Points	Initial
Driver's Licences	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport/ Visa	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Current Payslip	<input type="checkbox"/>	30		Utility Bill	<input type="checkbox"/>	20	
Tenancy Ledger	<input type="checkbox"/>	20		Mortgage Statement	<input type="checkbox"/>	20	
Letter of Offer from employer	<input type="checkbox"/>	20		Rates/ Water Notice	<input type="checkbox"/>	20	

### Privacy Statement

#### Privacy Disclosure Statement

Sandy Morris t/a One Agency Sandy Morris is 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 you details to service providers relevant to the tenancy relationship including maintenance contractors and owners 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. 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.

#### TICA Privacy Disclosure Form

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 / Owner 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 allow the Agent to be advised of any future 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.

**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 28 137 488 503) 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: TCA Public Inquiries PO Box 120, CONCORD NSW 2137 for a fee of \$19.80.

**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 location 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 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.

**Consent**

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent 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 the Agent 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 the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

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Applicants Name

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Applicants Signature

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Date