



TENANCY APPLICATION FORM

E-mail: office@campbellrealestate.com.au
www.campbellrealestate.com.au

PLEASE SUPPLY YOUR OWN PHOTOCOPIES OF ID ETC.

BOND + 2 WEEKS IS TO BE PAID IN CASH ONLY - _____

PROPERTY DETAILS - (Item 1.)

Address of Property:

Rent \$ per week

Bond \$

Office use only: Lease Commencement Date:	Lease Term:	TICA:
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APPLICANT 1 DETAILS

Full Name: Date of Birth:

Home Phone No:..... Mobile: Work:

e-mail:

Driver's Licence No: State & Country: Passport No:

Number of Vehicles: Registration Number/s:

Applicant 1 Address History -

Current Residential Address:

Period of Occupancy: Renting Owned Other Other situation:

Current Agent/Lessor (if renting)

Current Agent/Lessor Phone No: Current rent: \$ per week

Reason for Leaving:

Applicant 1 Previous Address History -

Previous Residential Address:

Period of Occupancy: Renting Owned Other Other situation:

Previous Agent/Lessor (if renting)

Previous Agent/Lessor Phone No: Previous rent: \$ per week

Reason for Leaving:

Applicant 1 Current Employment Details -

Are you Employed? Yes No (if no, please provide details of previous employer, if any)

Employment Status Full Time Part Time Casual Contract Self Employed

Occupation: Net Income (per week) \$

Date Commenced Employment (approx) Date Terminated Employment (if any)

Employer/Business Name & ACN..... ACN

Address: Phone No:

Applicant 1 Previous Employment Details –

Occupation: Net Income (per week) \$

Employment Status Full Time Part Time Casual Contract Self Employed

Date Commenced Employment (approx) Date Terminated Employment (approx).....

Employer/Business Name & ACN..... ACN

Address: Phone No:

If Self-Employed, Accountant's Name:Phone No:

Applicant 1 Centrelink Payments –

Are you receiving any regular Centrelink payments? Yes No

Description of payment(s):

Total Income (per week) \$ Date Payments Commenced:

Applicant 1 Student Details –

Are you studying full time? Yes No Student Identification Number:

Name of education institution you are currently attending:

Are you an overseas student? Yes No If yes, Visa expiry date:

Applicant 1 Personal References –

Please **do not** list relatives, another applicant or partners and provide business hours contact numbers

Referee 1 -Relationship

Address:Phone No:

Referee 2 -Relationship

Address:Phone No:

Applicant 1 Emergency Contact – This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding. (If this section is not completed in full this application will not be processed)

Next of Kin:Phone No:

Address:

Other:Phone No:

Address:

APPLICANT 2 DETAILS

Full Name: Date of Birth:

Home Phone No:..... Mobile: Work:

e-mail:

Driver's Licence No: State & Country: Passport No:

Number of Vehicles: Registration Number/s:

Applicant 2 Address History -

Current Residential Address:

Period of Occupancy: Renting Owned Other Other situation:

Current Agent/Lessor (if renting)

Current Agent/Lessor Phone No: Current rent: \$ per week

Reason for Leaving:

Applicant 2 Previous Address History -

Previous Residential Address:

Period of Occupancy: Renting Owned Other Other situation:

Previous Agent/Lessor (if renting)

Previous Agent/Lessor Phone No: Previous rent: \$ per week

Reason for Leaving:

Applicant 2 Current Employment Details -

Are you Employed ? Yes No (if no, please provide details of previous employer, if any)

Employment Status Full Time Part Time Casual Contract Self Employed

Occupation: Net Income (per week) \$

Date Commenced Employment (approx) Date Terminated Employment (if any)

Employer/Business Name & ACN..... ACN

Address: Phone No:

Applicant 2 Previous Employment Details -

Occupation: Net Income (per week) \$

Employment Status Full Time Part Time Casual Contract Self Employed

Date Commenced Employment (approx) Date Terminated Employment (approx).....

Employer/Business Name & ACN..... ACN

Address: Phone No:

If Self-Employed, Accountant's Name: Phone No:

Applicant 2 Centrelink Payments -

Are you receiving any regular Centrelink payments ? Yes No

Description of payment(s):

Total Income (per week) \$ Date Payments Commenced:

Applicant 2 Student Details -

Are you studying full time ? Yes No Student Identification Number:

Name of education institution you are currently attending:

Are you an overseas student ? Yes No If yes, Visa expiry date:

Applicant 2 Personal References –

Please **do not** list relatives, another applicant or partners and provide business hours contact numbers

Referee 1 -Relationship

Address:Phone No:

Referee 2 -Relationship

Address:Phone No:

Applicant 2 Emergency Contact – This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding. (If this section is not completed in full this application will not be processed)

Next of Kin:Phone No:

Address:

Other:Phone No:

Address:

NAMES OF PERSONS, OTHER THAN APPLICANTS, WISHING TO OCCUPY PREMISES

Full Name	Relationship to Applicant/s	Date of Birth

GENERAL

Have you ever been evicted from a premises ? - Applicant 1 - Yes No
- Applicant 2 - Yes No

Are you currently in debt to any Landlord or Agent ? - Applicant 1 - Yes No
- Applicant 2 - Yes No

SMOKING – Are you or any applicants/residents living with you a smoker ? Yes No

PETS – Do you intend to keep pets at the property ? Yes No Number of pets ?

Type of Pet/s ?

Are your pets registered with a council ? Yes No If yes, please state which council:

PROOF OF INCOME

You are required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self Employed: Bank Statements, Group Certificate, Tax Return or Accountant’s letter

Not Employed: Centrelink Statement

Identification - Important – Please supply photocopied identification

You are required to meet a 100 point identification criterion upon submission of your application.

At least one form of **PHOTO** identification **MUST** be provided.

PLEASE NOTE YOU NEED TO SUPPLY YOUR OWN PHOTOCOPIES

70 POINTS

- Passport
- Full Birth Certificate
- Citizenship Certificate

40 POINTS

- Australian Driver's Licence
- Centrelink Card
- Student Photo ID
- Proof of Age Card
- Department of Veterans Affairs Card
- State/Federal Government Photo ID

25 POINTS

- Medicare Card
- Telephone Bill
- Tenancy History Ledger
- Last FOUR Rent Receipts
- Council Rates Notice
- Electricity Bill
- Bank Statement
- Rent Bond Receipt
- Motor Vehicle Registration
- Gas Bill
- Credit Card Statement
- Previous Tenancy Agreement

Terms of Application:

1. Declaration

The Applicant(s) declares:

- (1) that all the above details are true and correct
- (2) not to be bankrupt or insolvent

2. Applicant(s) Agrees

2.1 The Applicant(s) agree that:

- (1) they have inspected the Premises in item (1) and accept its condition
- (2) the Applicant(s) will sign a Tenancy Agreement forthwith upon being notified of acceptance of this application by the Agent
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties
- (4) the Applicant(s) understands that the Agent/Landlord is not required to give an explanation to the Applicant(s) for any application not approved
- (5) on acceptance of this Application by the Landlord being notified to the Applicant(s), verbally or in writing, the Applicant(s) will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement. Such payments (Bond + 2 Weeks Rent) to be paid CASH prior to occupancy.

2.2 On signing this Tenancy Application the Applicant agrees the Agent is authorised to make enquiries to verify the information contained in the Item Schedule with relevant tenancy databases of the Applicant's previous Letting Agents.

3. The Agent collects and uses personal information provided by you as the Applicant(s) to assess your application for a residential tenancy and provide services required by you on your behalf. You, as the Applicant(s) acknowledge the Agent may subject to the Privacy Act 1988 (CTH) (where applicable) collect, use and disclose your personal information as follows:

- (1) to the owner of the Premises to which this Tenancy Application applies; and/or
- (2) administration; and/or
- (3) legislative, regulatory and insurance requirements relating to administration of the Premises and use of the Agent's services; and/or
- (4) in order to facilitate the carrying out of works in respect to the Premises by tradespeople engaged by the Landlord

Without provision of certain information the Agent may not be able to act effectively or at all on the owner's behalf as a result of which your application may not contain sufficient information to be acceptable to the property owner. The Applicant(s) has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

Applicant/s have read the above "Terms of Application" and understand on signing this document relevant checks will be undertaken.

Signed By Applicant 1

.....
Signature

.....
Print Name

.....
Date

Signed by Applicant 2

.....
Signature

.....
Print Name

.....
Date

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANTS APPLICATIONS & APPROVED OCCUPANTS

This form provides information about how we the below named Agent handle you 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.

Member Name: Reefield Pty Ltd T/as Campbell Real Estate NO
Address: 64 Edith Street, Innisfail QLD 4860
Phone: (07) 4061 1455 Fax: (07) 4061 3677
Email: office@campbellrealestate.com.au

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 addresses.

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/Owner 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
- Other Real Estate Agents to assess the risk to our clients

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
- Future rental references to other asset managers/owners

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.

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: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobiles or pay phone)

Mail: TICA Public Inquiries, PO BOX 120, CONCORD, NSW 2137 a fee of \$19.80.

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 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.

Further Information About TICA:

Full Details about TICA can be found on TICA's website at www.tica.com.au under Tenancy Information and Privacy Policies or by contacting The TICA Group on our helpline 190 222 0346 calls charged at \$5.45 per minute incl GST (higher from mobile & 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.

Signed By Applicant 1

.....
Signature	Print Name	Date

Signed by Applicant 2

.....
Signature	Print Name	Date