

## NOTICE TO ALL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals a **minimum of 100 points each**. Should you have difficulties in providing this identification please advise us prior to completing. Please ensure all documents are **current**.

		Applicant 1	Applicant 2
DRIVERS LICENCE	30 POINTS *	<input type="checkbox"/>	<input type="checkbox"/>
PASSPORT	30 POINTS*	<input type="checkbox"/>	<input type="checkbox"/>
PROOF OF AGE CARD	30 POINTS*	<input type="checkbox"/>	<input type="checkbox"/>
TENANCY HISTORY LEDGER	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUS TENANCY AGREEMENT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL BOND RECEIPT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
PAY ADVICE	15 POINTS*	<input type="checkbox"/>	<input type="checkbox"/>
MOTOR VEHICLE REGISTRATION	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
TELEPHONE ACCOUNT	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICITY ACCOUNT	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
GAS ACCOUNT	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
BANK or CREDIT CARD STATEMENTS	15 POINTS EACH	<input type="checkbox"/>	<input type="checkbox"/>
PENSION CARD	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
COUNCIL or WATER RATES	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH CARE CARD	15 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
MEDICARE CARD	10 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
BIRTH CERTIFICATE	10 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Must have at least two of the items listed with * next to the points			

## REQUEST FOR COPY OF TENANT LEDGER AND WRITTEN REFERENCE

I/We.....

Of (Property Address) .....

Authorise that a copy of my/our tenant rental ledger and reference be collected by either fax or telephone to Ryan Realty Pty Ltd on Fax number 07 5525 2333 or phone number 07 5530 2000.

## Tenant/s Signature/s

### REQUEST FOR REFERENCE

<b>TO:</b>	<b>PROPERTY MANAGER</b>
<b>AGENCY:</b>	
<b>PROPERTY RENTED</b>	

Is the above applicant/s on the actual lease	YES	NO
Is the above applicant/s on a lease at present	YES	NO
Did your office terminate the tenancy?	YES	NO
If so, why?		
During the Tenancy was the applicant ever in arrears?	YES	NO
During the tenancy did the applicant receive arrears notices?	YES	NO
If so, How many?		
During the tenancy did the applicant receive a notice to remedy	YES	NO
If so, what for?		
Were periodic inspections carried out?	YES	NO
If so, How often?		
What would you rate the condition of the property at routine inspections?	Poor / Fair / Good / Excellent	
Were pets kept on the premises?	YES	NO
If so, did they cause any damage or too much noise	YES	NO
Give reason:		
Were there any deductions from the bond?	YES	NO
If so, what were they?		
Any further relevant information:		

Period of time rented through your agency: .....

Amount paid per week: \$.....

**Would you rent to them again? Yes .....** **No .....**

# PLEASE FAX BACK TO 07 5525 2333 WITH A RENTAL LEDGER



## Privacy Act Disclosure Form for Tenant Applicants & Approved Occupants

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 can not 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.

Member Name: **RYAN REALTY PTY LTD Trading as TP WORLD**  
Address: **Shop 24, Franklin Square, 60 Railway Street Mudgeeraba 4213**  
Ph: **07 5530 2000** Fax: **07 5525 2333**  
Email: **rentals@tpworld.net.au**

### **Primary Purpose**

Before a tenancy 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
- 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 need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies and affiliated industries.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe 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 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 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 TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO Box 120, CONDORD NSW 2137 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 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 TICA Group.

The personal information that TICA 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.

PUBLIC ENQUIRY DEPARTMENT  
PO BOX 120  
CONCORD NSW 2137  
TELEPHONE: 190 222 0346 calls charged at \$5.45 per minute, higher from mobile and payphones  
ABN: 84 087 400 379

Signed by The Applicant/s

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Day Month Year

\_\_\_\_\_

Witnessed

## TENANCY APPLICATION

<b>RENTAL PROPERTY:</b>			
<b>Preferred Tenancy Start Date:</b>	/ /	<b>Rent per week:</b>	<b>Term:</b>
<b>APPLICANT DETAILS</b>			
<b>Name:</b>		<b>Current Address:</b>	
Date of Birth:		Do you smoke?	
<b>Drivers Licence No:</b>	Exp:	<b>Passport No:</b>	Exp:
<b>Rego No:</b>	<b>Number of cars to be kept at property?</b>	<b>Type:</b>	<b>Number of boats/trucks:</b> <b>Type:</b>
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>	
<b>Australian Citizen:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please attach copies of Passport and Visa:</i>		<b>Visa Expiry Date:</b>
<b>ADDRESS DETAILS:</b>			
<b>If Renting.. Current Agent:</b>		<b>Phone No:</b>	<b>Fax No:</b>
<b>Rent Per Week:</b>	<b>Period of Occupancy:</b>	<b>Mths/Yrs</b>	<b>Was bond refunded in full:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reason for Leaving:</b>		<b>Previous Address:</b>	
<b>Rent p/w for Previous Address:</b>	<b>Period Occupied:</b>	<b>Reason for Leaving:</b>	
<b>Renting Agent for Previous Address:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>EMPLOYMENT DETAILS</b>			
<b>Current Employer:</b>		Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	
<b>Your Position:</b>		<b>Length of Employment:</b>	<b>Months</b> <b>Years</b>
<b>Payroll / Manager's Name:</b>		Position:	
<b>Contact No:</b>	<b>Gross Income:</b>	<b>per week / fortnight / year</b>	
<b>Previous Employer:</b>		Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	
<b>Your Position:</b>		<b>Length of Employment:</b>	<b>Months</b> <b>Years</b>
<b>Payroll / Manager's Name:</b>		Position:	
<b>Contact No:</b>	<b>Gross Income:</b>	<b>per week / fortnight / year</b>	
<b>Self Employed... Company Name:</b>		Trading As:	
<b>Address:</b>		ABN:	
<b>Period Self Employed:</b>	<b>Years</b>	<b>Months</b>	<b>Industry / Nature of Business:</b>
<b>Total Annual Income: \$</b>		<i>(attach income statement by Accountant or ATO)</i>	
<b>Accountant details:</b>		<b>Contact No.</b>	
<b>Student #:</b>	<b>Institution:</b>	<b>Course:</b>	
<b>Centrelink #:</b>	<b>Current payment:</b>	<b>Weekly/ Fortnightly</b>	<input type="checkbox"/> Austudy <input type="checkbox"/> Parenting <input type="checkbox"/> Unemployment
<b>OCCUPANTS</b>			
<b>Name</b>	<b>Age</b>	<b>Relationship</b>	
<b>PETS:</b> <b>If yes, how many:</b> <b>Type/Breed?</b>			
Are your pets registered with Council? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have contents insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> / Do you have a lawnmower? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you cared for a pool? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>PERSONAL REFERENCES (Please do not list relatives, other applicants or partners)</b>			
<b>Name</b>	<b>Relationship</b>	<b>Contact Number</b>	
<b>EMERGENCY CONTACT DETAILS</b>			
<b>1. Name</b>	<b>Relationship</b>	<b>Contact Number</b>	
<b>Address details of Emergency Contact:</b>			
<b>2. Name</b>	<b>Relationship</b>	<b>Contact Number</b>	
<b>Address details of Emergency Contact:</b>			

**DECLARATION**

<b>Have you been evicted by any Lessor or Agent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you in debt to another Lessor or Agent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is there any reason known to you that would affect your ability to pay rent when due?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Was our Bond at your last address refunded in full?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you listed on any tenant default database?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt.**

**I apply for tenancy for a period of ..... months, at a rental of \$..... per week commencing on ...../..... /.....**

**I hereby acknowledge that a copy of the General Tenancy Agreement will be made available to me on acceptance of an application prior to any funds being submitted into the Trust account. If you prefer a copy of the General Tenancy Agreement prior to this, then a copy will be given upon request.**

**APPLICATION INSTRUCTIONS**

1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following:
  - i. The first two weeks rent payable by **cash or direct deposit into our Trust account only.**
  - ii. The bond amount payable by **cash or direct deposit into our Trust account only.**
5. If the required amount is not received within two business days then the property will then be put back on the rental market.
6. Please have all your documentation copied prior to submitting your application. A fee of 50 cents per page will be charged if you require any copies.

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Australian Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application a tenancy applicant is required under the Australian Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the Australian Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We the applicants, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined your details will be held on file for one month. Following this period all details held will be disposed of.

**ELECTRONIC TRANSMISSION .....please initial when box ticked**

**It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.**

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

**Applicants name/s:**.....

**Signed by applicant/s:**

**Dated:**

## TENANCY APPLICATION

<b>RENTAL PROPERTY:</b>			
<b>Preferred Tenancy Start Date:</b>	/ /	<b>Rent per week:</b>	<b>Term:</b>
<b>APPLICANT DETAILS</b>			
Name:		Current Address:	
Date of Birth:		Do you smoke?	
Drivers Licence No:	Exp:	Passport No:	Exp:
Rego No:	Number of cars to be kept at property?	Type:	Number of boats/trucks: Type:
Phone:	<b>Mobile:</b>	Email:	
Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach copies of Passport and Visa:		Visa Expiry Date:
<b>ADDRESS DETAILS:</b>			
<b>If Renting.. Current Agent:</b>		<b>Phone No:</b>	<b>Fax No:</b>
Rent Per Week:	<b>Period of Occupancy:</b>	<b>Mths/Yrs:</b>	<b>Was bond refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
Reason for Leaving:		Previous Address:	
<b>Rent p/w for Previous Address:</b>	Period Occupied:	Reason for Leaving:	
<b>Renting Agent for Previous Address:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>EMPLOYMENT DETAILS</b>			
<b>Current Employer:</b>		Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	
Your Position:		<b>Length of Employment:</b>	<b>Months      Years</b>
<b>Payroll / Manager's Name:</b>		Position:	
<b>Contact No:</b>	<b>Gross Income:</b>	<b>per week / fortnight / year</b>	
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Self Employed... Company Name:		Trading As:	
Address:		ABN:	
Period Self Employed:	Years      Months	Industry / Nature of Business:	
Total Annual Income: \$	(attach income statement by Accountant or ATO)		
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Student #:	Institution:	Course:	
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**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

**Applicants name/s:**.....

**Signed by applicant/s:**

**Dated:**