

**APPLICATION FOR RESIDENTIAL TENANCY**

PROPERTY ADDRESS:                      /                      .

LEASE COMMENCEMENT:     /     / 20     RENT: \$\_\_\_\_PER WEEK     BOND: \$\_\_\_\_\_(EQUAL 4 WEEKS RENT)

**All properties are drug and smoke free zones (smoking permitted outside townhouse)**

I agree to supply the following to assist in the processing of this application. I agree that I will produce a legible photocopy or photograph of any or all of these items and the agent may retain these as part of this application.

Photo Identification-Current Drivers License and/or passport Provided **YES/NO**

Last 3 rent receipts, or a copy of tenant's rent payment ledger Provided **YES/NO**

Last 3 pay slips Provided **YES/NO**

Full names and ages of all any children residing at the residence-

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<b>PRIMARY or FIRST APPLICANTS DETAILS:</b>	<b>DO YOU SMOKE: YES / NO</b>
NAME: _____ EMAIL: _____	
HOME PHONE: _____ WORK PHONE: _____ MOBILE: _____	
DATE OF BIRTH: ___ / ___ / ___ DRIVERS LICENCE & EXPIRY: _____ PASSPORT NUMBER: _____	
<b>ADDRESS DETAILS:</b>	
YOUR CURRENT ADDRESS: _____	
LANDLORD/AGENT NAME: _____	WEEKLY RENT PAID: \$ _____
LANDLORD/AGENT EMAIL _____	PHONE NUMBER: _____
REASON FOR LEAVING: _____	
 <b>PREVIOUS ADDRESS:</b> _____	
LANDLORD/AGENT NAME: _____ WEEKLY RENT PAID: \$ _____	
LANDLORD/AGENT EMAIL: _____	PHONE NUMBER: _____
REASON FOR LEAVING: _____	

**PREVIOUS ADDRESS:**

LANDLORD/AGENT NAME: \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

LANDLORD/AGENT EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**FIRST APPLICANT EMPLOYMENT DETAILS:**

**OCCUPATIONS:** \_\_\_\_\_ INCOME AFTER TAX: \_\_\_\_\_ PER WEEK/FORTNIGHT/MONTH

EMPLOYER: \_\_\_\_\_ LENGTH OF CURRENT EMPLOYMENT: \_\_\_\_\_

EMPLOYERS EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

**IF SELF EMPLOYED**

NAME OF BUSINESS: \_\_\_\_\_ ABN NUMBER: \_\_\_\_\_ INDUSTRY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOW LONG SELF EMPLOYED: \_\_\_\_\_

NAME OF ACCOUNTANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SECOND APPLICANT DETAILS:**

**DO YOU SMOKE: YES / NO**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DRIVERS LICENCE & EXPIRY: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_

**ADDRESS DETAILS:**

YOUR CURRENT ADDRESS: \_\_\_\_\_

LANDLORD/AGENT NAME: \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

LANDLORD/AGENT EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

LANDLORD/AGENT NAME: \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

LANDLORD/AGENT EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**PREVIOUS ADDRESS:**

LANDLORD/AGENT NAME: \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

LANDLORD/AGENT EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**SECOND APPLICANT EMPLOYMENT DETAILS:**

**OCCUPATIONS:** \_\_\_\_\_ **INCOME AFTER TAX:** \_\_\_\_\_ per week/fortnight/month

**EMPLOYER:** \_\_\_\_\_ **LENGTH OF CURRENT EMPLOYMENT:** \_\_\_\_\_

**EMPLOYERS EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**IF SELF EMPLOYED**

**NAME OF BUSINESS:** \_\_\_\_\_ **ABN NUMBER:** \_\_\_\_\_ **INDUSTRY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **HOW LONG SELF EMPLOYED:** \_\_\_\_\_

**NAME OF ACCOUNTANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

<b>MOTOR VEHICLES</b>	<b>Registered Owner of Vehicle</b>	<b>Registration Number</b>	<b>Make/Model</b>

**Must be a registered vehicle and roadworthy. No loud mufflers please.**

**EMERGENCY CONTACTS**

1: **WORK NO:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

2: **WORK NO:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

1. Have you or any other persons named on this application had a Tenancy agreement terminated **YES / NO**

If yes, what was the reason? \_\_\_\_\_

2. Do you know anyone who is presently living at this complex? **YES / NO** If so who? \_\_\_\_\_

3. Have you or any other applicant been awarded an outcome at the QCAT tribunal? **YES / NO**

4. Have you or any of the other applicants living with you been listed/black-listed on the tenancy default data base? **YES / NO**

5. Do you smoke? **YES / NO** Are you now aware that these properties are non-smoking? **YES / NO**

**PETS**

Do you have pets? **YES/NO** **TYPE -** \_\_\_\_\_

Please complete pet application form.

**Important information regarding your application for townhouses at Sovereign Views.**

- Garden maintenance is included (unless informed otherwise)
- To have access to the gym a \$50 key deposit is required, this is refunded upon vacating when the key is returned.
- The electricity provider is a set supplier – Metered Energy
- You are responsible to set up an account with a gas supplier of your choice (Sovereign Views)
- Tenants are responsible to pay for water consumption

**DECLARATION: IMPORTANT- READ & SIGN THIS DECLARATION**

- We declare that we are not in dispute with our previous landlord and that we do not owe outstanding rent, or any other money to a previous landlord and that we are not or about to be declared bankrupt.
- We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
- We understand and acknowledge that any false information we provide in this application will jeopardize this application and any subsequent tenancy agreement we enter into on approval by the lessor or agent.
- We have been informed of or read and understand the policy relating to motor vehicles, in particular noisy or loud mufflers, no unregistered vehicles, the parking of motor vehicles and agree to abide by this policy if offered a tenancy.

**It is further agreed that upon confirmation of acceptance of this application by the lessor/letting agent, the applicants will pay a holding deposit, either cash or bank transfer equal to one (1) weeks rent within 24 hours. Such deposit will be applied to the first payment for Bond or for the first rental period. This deposit is non-refundable after 48 hours.**

**SIGNATURES OF APPLICANT/S**

APPLICANT 1 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 2 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 3 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT- READ & SIGN CONSENT & COLLECTION NOTICE**

***PRIVACY CONSENT***

(This privacy document form part of your application for tenancy)

- We the applicant/s acknowledge and agree that we authorize Marsa Pty Ltd to collect information about us to enable an assessment of our application for tenancy.
- We authorize Marsa Pty Ltd to obtain personal information in relation to our employment, our wages/salary, centrelink and any other taxable income, our rental references & rent ledger from previous letting agent and/or private lessors, and any T.I.C.A (Tenancy Information of Australia) history and any other searches to verify the information provided by us the applicants.
- We authorize Marsa Pty Ltd to disclose information collected about us to the lessor/s, and/or owner of the property, even if that person is interstate or overseas, and also refer my details to any financial service, Insurance or Utilities organization connected with the complex.

**Collection Notice & Acknowledgement**

The personal information you provide in this application or that our agency collects from other sources is necessary for Maxima Complex and its authorized Resident Letting Agent to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, past and present, may be disclosed for the purpose for which it was collected to other parties including the lessor/s, referees, other real estate agents or letting agents, and third party operators of tenancy reference database. Information already held on tenancy database may also be disclosed to Sovereign Views complex and/or the lessor/s. If you are successful with your application, and if you enter into a residential tenancy agreement, the facts and other relevant personal information collected about you during the course of your tenancy will be disclosed to the lessor/s third party operators of tenancy databases and/or other real estate agents or letting agents.

**If you do not complete this application form in full or do not sign the consent below then your application for residential tenancy may not be considered by the lessor/s or their authorized letting agent, or if considered, may be rejected due to insufficient information to assess the application.**

APPLICANT 1 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 2 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 3 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

LESSOR/AGENT SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_



## TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

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

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.  
All pricing includes GST.

### 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARB), telephone number (including mobile) 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.

### Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

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

This form provides information about how we the below named agent handle your personal information, 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.

Agency Name: **MARSA PROPERTY MANAGEMENT**  
(Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions 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.

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 for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

### Signed by the Applicant(s)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_