CAMPBELL REAL ESTATE N.Q.

TENANCY APPLICATION FORM



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PLEASE SUPPLY YOUR OWN PHOTOCOPIES OF ID ETC.

BOND + 2 WEEKS RENT IS TO BE PAID IN CASH OR CLEARED FUNDS DEPOSITED INTO ACCOUNT PRIOR TO LEASE START DATE **PROPERTY DETAILS** Address/es of Property: Bond (4 Weeks rent) \$Bond Loan required: Rent \$ per week APPLICANT 1 DETAILS Full Name: ______ Date of Birth: _____ Home Phone No: Work: Number of Vehicles: Registration Number/s: Applicant 1 Address History -Current Residential Address: Current Agent/Lessor (if renting) weekly Current Agent/Lessor Phone No: email: email: Reason for Leaving: Applicant 1 Previous Address History -Previous Residential Address: Current Agent/Lessor (if renting) weekly Current Agent/Lessor Phone No: email: Reason for Leaving: Applicant 1 Current Employment Details -No (if no, please provide details of previous employer, if any) Are you Employed ? Yes Self Employed Employment Status Full Time Part Time Casual Contract Occupation: Net Income (per week) \$

Address: Phone No:

Applicant 1 Previous Employment Details -Occupation: Net Income (per week) \$ Contract Employment Status Full Time Part Time Self Employed Casual Employer/Business Name <u> Applicant 1 Centrelink Payments – </u> Are you receiving any regular Centrelink payments? Yes Description of payment(s): Applicant 1 Student Details -Are you studying full time? Yes No 🗀 Student Identification Number:. Name of education institution you are currently attending: Applicant 1 Personal References -Please do not list relatives, another applicant or partners and provide business hours contact numbersRelationship 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)Phone No: Next of Kin: Address: <u>Other</u>:Phone No: **APPLICANT 2 DETAILS** Full Name: 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: Current Agent/Lessor Phone No: email: Reason for Leaving: Applicant 2 Previous Address History -Previous Residential Address: Current Agent/Lessor Phone No: email: email: Reason for Leaving: Applicant 2 Current Employment Details -No (if no, please provide details of previous employer, if any) Are you Employed? Yes Employment Status Full Time Part Time Casual Contract Self Employed Net Income (per week) \$ Occupation: Employer/Business Name..... **Applicant 2 Previous Employment Details -**Occupation: Net Income (per week) \$ Part Time Casual Employment Status Full Time Contract Self Employed Date Commenced Employment (approx) Date Terminated Employment (approx)..... Employer/Business Name..... Applicant 2 Centrelink Payments -Are you receiving any regular Centrelink payments? Yes 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:

No 🗌

Yes

Are you an overseas student?

If yes, Visa expiry date:

Applicant 2 Personal References -	-	
	plicant or partners and provide business hours	contact numbers
<u>Referee 1 -</u>		Relationship
Address:		Phone No:
<u>Referee 2</u>		Relationship
Address:		Phone No:
		o contact you as a matter of urgency arising from your appleted in full this application will not be processed)
Next of Kin:		Phone No:
Address:		
<u>Other:</u>		Phone No:
Address:		
	N APPLICANTS, WISHING TO OCCUPY PRE S OF AGE – PHOTO ID MUST BE PROVIDED	
Full Name	Relationship to Applicant/s	Date of Birth
L		
<u>GENERAL</u>		
Have you ever been evicted from a pre	emises ? - Applicant 1 - Yes - Applicant 2 - Yes	No No No
Are you currently in debt to any Landlo	ord or Agent ? - Applicant 1 - Yes - Applicant 2 - Yes	No No
SMOKING – Are you or any applicant	s/residents living with you a smoker? Yes	No No
<u>PETS</u> – Do you intend to keep pets at	the property ? Yes No	Number of pets ?
Type of Pet/s ?		
Are your pets registered with a counci	? Yes No If yes, please stat	e which council:
PROOF OF INCOME		
· · · · · · · · · · · · · · · · · · ·		
You are required to supply the Agent/	essor with proof of your income upon submiss	ion of your application.
Employed: Last <u>TWO</u> pay slips Self Employed: Bank Statements, 0	Group Certificate, Tax Return or Accountant's lo	etter
Not Employed: Centrelink Stateme	ent	

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 <u>MUST</u> be provided.

PLEASE NOTE YOU NEED TO SUPPLY YOUR OWN PHOTOCOPIES

70 POINTS		25 POINTS
Passport		Medicare Card
Full Birth Certificate		Telephone Bill
Citizenship Certificate		Tenancy History Ledger
		Last FOUR Rent Receipts
40 POINTS		Council Rates Notice
Australian Driver's Licence		Electricity Bill
Centrelink Card		Bank Statement
Student Photo ID		Rent Bond Receipt
Proof of Age Card	一	Motor Vehicle Registration
Department of Veterans Affairs Card	H .	Gas Bill
State/Federal Government Photo ID		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) Inspection of property will be arranged following approval of submitted application.
 - (2) this Tenancy Application, creates no contractual or legal obligations between the parties, until such time as a Tenancy Agreement is signed
 - (3) the Applicant(s) understands that the Agent/Landlord is <u>not</u> required to give an explanation to the Applicant(s) for any application that is not approved
 - (4) 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 or CLEARED FUNDS into trust account, via direct deposit, 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:
 - 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			