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 T: 07 3260 5505 F: 07 3337 9798
 admin@worthrealestate.com.au
 www.worthrealestate.com.au

TENANT APPLICATION INFORMATION

Return the COMPLETED application via

Email: admin@worthrealestate.com.au

This is a non-binding agreement by both parties. The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday from 9:00 am - 5:00 pm.

PLEASE READ BEFORE COMPLETING THIS APPLICATION

You must have photo identification to apply for a rental property. All required fields including phone, email, and or fax numbers for your employer, landlord, and or previous agent must be completed. If this information is not included your application cannot be processed.

IDENTIFICATION – 100-Point Checklist

The identification checklist is a minimum document requirement; we suggest you provide as much documentation as possible. Overall, we need to sustain your identification, income, and residency. If you have been a homeowner, please remember to provide a copy of your Rates Notice.

Each applicant must have at least one document from each category below.

PHOTO IDENTIFICATION	Must provide Drivers License, 18+ Card, University or TAFE Card, Passport	<input type="checkbox"/>
PROOF OF CURRENT ADDRESS	Phone or Electricity account, car registration papers, Council Rate Notice	<input type="checkbox"/>
PROOF OF INCOME SOURCES	Pay slips, Bank statements, Centrelink statement, ATO Notice	<input type="checkbox"/>
RENT PAYMENTS/ HOMEOWNERSHIP	Rental ledger, Lease agreement, rates notice	<input type="checkbox"/>
PETS	Photo must be supplied	<input type="checkbox"/>

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form, please note that the tenancy agreement and special conditions, tenant information booklet, and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation, including any special conditions, before entering into the tenancy agreement.

PROCESSING AN APPLICATION

We aim to have an outcome for you within 24 – 48 hours of receiving your application (Monday - Friday)

APPROVED APPLICATIONS

Should your application be approved, within 24 hours of acceptance you will be required to complete the following:

- Sign & return the General Tenancy Agreement (Form 18a) & Bond Lodgment (Form 2)
- Transfer payment of Four (4) Weeks Bond & Two (2) Weeks Rent

Note: We are a CASHLESS OFFICE, and all payments will be required via electronic transfer, BPAY, Deft.com.au or Bank Cheque.

TENANT APPLICATION INFORMATION

ACKNOWLEDGEMENT

I, the applicant,

1. Acknowledge that I have inspected the property both Internally and Externally
2. Acknowledge that should this application be successful; the General Tenancy Agreement (Form 18a) and Bond Lodgement (Form 2) will be signed and returned within 24 hours of acceptance
3. Acknowledge that should this application be successful, I agree to pay the minimum two weeks rent and four weeks bond within 24 hours of acceptance
4. Acknowledge that should this application be unsuccessful all documents provided will be destroyed immediately.

Address of rental property _____

Name _____ Applicants signature _____

Name _____ Applicants signature _____

Best Phone No. to call _____

FREE UTILITY CONNECTION SERVICE

Successful applicants will be contacted by our partners at **MyConnect**.

MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV. We also offer Truck hire & Insurance.

We work with a wide range of service providers so we can help you find the best option to suit your needs.



myconnect[®]
a really smart move

FIRST APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____
Mobile Phone _____ Work Phone _____ Email _____
Number of dependents _____ Names & Ages _____
Driver's license number _____ Car Rego _____ Car Type _____
Pets. No Yes please supply a photo, type, breed & name of the pet _____

- If you have a cat, please provide microchip no. _____
- If you have a dog, please provide the council registration no. + microchip no. _____

I acknowledge that pets are subject to body corporate approval (body corporate fees & charges may apply)
(Mandatory)

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____
Employers Email _____
Length of Employment _____ Net weekly income\$ _____ Full time Part-time Casual

IF LESS THAN 6 MONTHS PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____
Employers Email _____
Length of Employment _____ Net weekly income\$ _____ Full time Part-time Casual

SELF EMPLOYMENT DETAILS

Company Name _____ Trading as _____
Address _____ ABN _____ Personal net income PW \$ _____
Industry/ Nature of business _____ How long established _____
Accountant Email _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____
Course start date ____ / ____ / ____ finish date ____ / ____ / ____ Please circle: Full-time Part-time Casual
Income Source _____ Net weekly income \$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

RESIDENTIAL DETAILS

Current Address _____
Owned Rented Rent per week \$ _____ Period of occupancy _____

Name of real estate, Lessor or Agent if the property sold _____
Agent/lessor Email _____ Reason for leaving _____

Bond refunded? Yes No If Not, why? _____
Previous Address _____
Owned Rented Rent per week \$ _____ Period of occupancy _____

Name of Real Estate, Lessor or Agent if the property sold _____
Agent/lessor Email _____ Reason for leaving _____
Bond refunded? Yes No If Not, why? _____

REFERENCES

Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____

PERSONAL REPRESENTATIVE [closest relative not living with you]

Name _____ Relationship _____

Address _____ Phone Number _____

Are you a smoker Non-smoker

Do you own: Trailer Caravan Boat Truck Tick whichever is applicable

The total number of vehicles to be kept on the property? _____

APPLICANTS SIGNATURE _____ DATE _____

SECOND APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____

Mobile Phone _____ Work Phone _____ Email _____

Number of dependents _____ Names & Ages _____

Driver's license number _____ Car Rego _____ Car Type _____

Pets. No Yes please supply a photo, type, breed & name of the pet _____

- If you have a cat, please provide microchip no. _____
- If you have a dog, please provide the council registration no. + microchip no. _____

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Current Employer _____ Occupation _____

Employers Address _____

Employers Email _____

Length of Employment _____ Net weekly income\$ _____ Full time Part-time Casual

IF LESS THAN 6 MONTHS PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____

Employers Address _____

Employers Email _____

Length of Employment _____ Net weekly income\$ _____ Full time Part-time Casual

SELF EMPLOYMENT DETAILS

Company Name _____ Trading as _____

Address _____ ABN _____ Personal net income PW \$ _____

Industry/ Nature of business _____ How long established _____

Accountant Email _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____

Course start date ____ / ____ / ____ finish date ____ / ____ / ____ Please circle: Full-time Part-time Casual

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Previous Address _____

Owned Rented Rent per week \$ _____ Period of occupancy _____

Name of Real Estate, Lessor or Agent if the property sold _____

Agent/lessor Email _____ Reason for leaving _____

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REFERENCES

Name _____ Relationship _____ Phone _____

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PERSONAL REPRESENTATIVE [closest relative not living with you]

Name _____ Relationship _____

Address _____ Phone Number _____

Are you a smoker Non-smoker

Do you own: Trailer Caravan Boat Truck Tick whichever is applicable

The Total number of vehicles to be kept on the property? _____

APPLICANTS SIGNATURE _____ DATE _____



TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Names: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness, and determining if the applicant will be a suitable tenant for the property.

I have inspected the above-listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from _____ / _____ / _____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds before the occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you, as the agent, are bound by the Privacy Act and the Australian Privacy Principles (APP'S and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me.

I also **authorize** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application, or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into, the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/ or other agents.

Once the application has been approved, I agree to pay a minimum of two weeks' rent to secure the property. In this instance, that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE TWO WEEKS RENT & THE TENANCY DOCUMENTATION HAVE BEEN SIGNED BY ALL PARTIES.**

I, the applicant, **accept** that, if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your application will be shredded unless you advise us that you will be collecting it.

TICA Privacy Disclosure

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 the property you have requested to rent and if considered acceptable provide you with a tenancy for the property. 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.



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The Agent may also consider any information that is disclosed to us by TICA relating to attempts by DebtCollection Agencies, Credit Providers, and related people to contact or locate you.

Secondary Purpose

During and after the tenancy we 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, 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 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 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 listed on the TICA Tenancy History databases. 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 tenant's 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 the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$16.50.

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 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) and address at the 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.

APPLICANTS SIGNATURE _____ DATE _____

APPLICANTS SIGNATURE _____ DATE _____