

MARGARET PRICE REAL ESTATE

APPLICATION FOR TENANCY

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ATTENTION PROSPECTIVE TENANTS

THE FOLLOWING CRITERIA MUST BE MET WHEN APPLYING FOR A PERMANENT RENTAL PROPERTY

THE APPLICATION ATTACHED MUST BE COMPLETED IN FULL AND PROVIDE 1,2,3 & 4 OR PROVIDE ALL 5 DOCUMENTS. IF THESE DOCUMENTS ARE NOT PROVIDED YOUR APPLICATION WILL NOT BE PROCESSED.

NOTE: This office reserves the right to take a number of applications on any one property. If the application is unsuccessful there is no legal requirement to furnish a reason for the Failure of the application.

1. Proof of identity (PHOTO)– e.g. driver's license, passport, proof of age card
2. Proof of income – (Pay Slips or DSS Statements, Bank Statement), rent not to be more than one third of income.
3. Rent Receipts - Copies of Last 4 Rent Receipts (Real Estate or Private or supply current Tenant Leger from Your Agent)
4. Rental references – must be covering last 12 months from another Real Estate Agent. Private references may be taken.
5. Renting/Home owners - provide most current electricity and telephone account.
 6. Home owners (No rental Ref) - please provide most current rates account, Agents phone number who sold the property or is handling your investment property.

Visit all our rentals properties online at

www.margaretprice.com.au



MARGARET PRICE REAL ESTATE

**MARGARET PRICE REAL ESTATE, MAY REFUSE TO TAKE
AN APPLICATION FROM YOU -**

If the property is physically not able to accommodate as many people as you want to occupy it.

You are unable to pay the rent and/or look after the property.

You are less able than the successful applicant to pay the rent and/or look after the property.

1. This office is aware at all times of its obligation to follow the law. This includes the law about discrimination.
2. We will treat all property owners and their agents and all applicants fairly. This means that we will not discriminate against you because of your race, ethno-religion, sex, marital status, disability, homosexuality or age. We will not discriminate against you because of the race, ethno-religion, sex, marital status, disability, homosexuality or age of any one of your relatives, friends or colleagues.
3. We will not take instructions from property owners who want us to break the anti-discrimination law
4. We may decide to accept up to a certain number of applications for any one property managed by this office. If we do this we will tell you how many applications we are accepting for the property.
5. We may refuse to take an application from you: Either, if the property is physically not able to accommodate as many people as you want to occupy it, or, if the property cannot be made to suite your particular needs (for example, if you need wheelchair access and the property is up two flights of steps.) We recognise that people with disabilities have the same right to rent property as people who do not have disabilities. We will do our best to negotiate any adaptations or changes that a person with a disability needs in order to live in or use a particular property. However, we recognise that the owner does not have to adapt or change the property if doing so will cause them unjustifiable hardship.
6. In all other cases, when we decide who can rent a property, we will only look at how well you can pay the rent and look after the property. We will ask you for references about both of these things and we will check these references.
7. We will only refuse your application if your references were not acceptable, or if they were less acceptable than the references of the successful applicant. This means that we are of the opinion, based on your references that: Either, you are unable to pay the rent and/or look after the property. Or, you are less able than the successful applicant to pay the rent and/or look after the property.
8. If you are unhappy with anything to do with the way we let property in this office please ask to speak to the owner of the business. Your opinion matters to us.

**THIS POLICY HAS BEEN PRODUCED BY THE REAL ESTATE
INSTITUTE OF NSW IN ASSOCIATION WITH THE
ANTI-DISCRIMINATION BOARD.**

MARGARET PRICE REAL ESTATE

APPLICATION FOR TENANCY

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PROPERTY ADDRESS YOU ARE APPLYING FOR: _____

All persons occupying the property complete below (On Bond & Lease Documents):

PARTICULARS - Applicant 1.....

Surname _____ Given Name _____

Current Address _____

Is present home: (please circle) Rented, Owned, Living With Parents, Armed Forces, Other _____

D.O.B. _____ Home Ph: _____ Business/Other Ph: _____

Drivers License Number _____ Expiry _____ Car Registration _____

Children + ages _____ Pets _____

PARTICULARS - Applicant 2.....

Surname _____ Given Name _____

Address _____

Is present home: (please circle) Rented, Owned, Living With Parents, Armed Forces, Other _____

D.O.B. _____ Home Ph: _____ Business/Other Ph: _____

Drivers License Number _____ Expiry _____ Car Registration _____

Children + ages _____ Pets _____

PARTICULARS - Applicant 3.....

Surname _____ Given Name _____

Address _____

Is present home: (please circle) Rented, Owned, Living With Parents, Armed Forces, Other _____

D.O.B. _____ Home Ph: _____ Business /Other Ph: _____

Drivers License Number _____ Expiry _____ Car Registration _____

Children + ages _____ Pets _____



EMPLOYMENT HISTORY

EMPLOYMENT HISTORY - Applicant 1.....

Occupation _____ Position Held _____
Employer _____
Business Address _____
Contact _____ Ph _____ Period Employed _____

EMPLOYMENT HISTORY - Applicant 2.....

Occupation _____ Position Held _____
Employer _____
Business Address _____
Contact _____ Ph _____ Period Employed _____

EMPLOYMENT HISTORY - Applicant 3.....

Occupation _____ Position Held _____
Employer _____
Business Address _____
Contact _____ Ph _____ Period Employed _____

TENANCY HISTORY

TENANCY HISTORY - Applicant 1.....

Name of Current Agent _____
Address _____
Contact Person _____ Ph _____
Address of Rented Premises _____
Period of Tenancy _____ years _____ months Rent \$ _____ per week

TENANCY HISTORY - Applicant 2.....

Name of Current Agent _____
Address _____
Contact Person _____ Ph _____
Address of Rented Premises _____
Period of Tenancy _____ years _____ months Rent \$ _____ per week

TENANCY HISTORY - Applicant 3.....

Name of Current Agent _____
Address _____
Contact Person _____ Ph _____
Address of Rented Premises _____
Period of Tenancy _____ years _____ months Rent \$ _____ per week

REFERENCES – Personal

REFERENCES – Applicant 1.....

Personal

Name _____ Contact Ph _____
Address _____

REFERENCES – Applicant 2.....

Personal

Name _____ Contact Ph _____
Address _____

REFERENCES – Applicant 3.....

Personal

Name _____ Contact Ph _____
Address _____

REFERENCES – Financial

(This is optional, should you have no references or proof of income you could provide your accountant, financial adviser etc)

Financial

Name _____ Contact Ph _____
Address _____

Financial

Name _____ Contact Ph _____
Address _____

Financial

Name _____ Contact Ph _____
Address _____

EMERGENCY CONTACT

NAME AND ADDRESS OF NEXT OF KIN – Applicant 1.....

Name _____
Address _____
Ph Private _____ Ph Business/ other _____

NAME AND ADDRESS OF NEXT OF KIN – Applicant 2.....

Name _____
Address _____
Ph Private _____ Ph Business/ other _____

NAME AND ADDRESS OF NEXT OF KIN – Applicant 3.....

Name _____
Address _____
Ph Private _____ Ph Business/ other _____

TERMS

TERMS OF TENANCY – (Nominate term of lease required, commencement date)

Period _____ Commencing _____

ENTRY FEES

If your tenancy application is successful, the following is required upon signing the Residential Tenancy Agreement.

Bond – Payable by Cash, Bank Cheque or Money Order

4 Weeks Bond for Unfurnished Premises (personal cheque's not accepted)

6 Weeks Bond for Furnished Premises under \$250.00pw.

Lease Fee \$16.50 incl GST.

Rent – Payable by Cash, Bank Cheque or Money Order

2 Weeks Rent in advance for properties with a rental of \$300.00 per week or less.

1 Month Rent in advance for properties with a rental of more than \$300.00 per week.

Water Usage

All water usage is to be paid to the agent within 2 weeks upon invoice being received.

NOTICE

I authorise the landlord's agent

1. Check with my employer, my last or present landlord/agent, and the referees named as to my suitability as a tenant.
2. To request and receive from other Real Estate agencies information regarding my *previous tenancies*.

APPLICATIONS FOR TENANCY

PRIVACY ACT 1988 – COLLECTION NOTICE

The personal information the prospective lessee/tenant in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the lessor/s, referees, other agents and third part operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents. If the applicant would like access to the personal information the Agent holds, they can do so by contacting Margaret Price Real Estate at Shop 6 Cnr Beach and Wallis Street Forster 65 557211. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Section 42A of the Property Stock and Business Agents Act 1941 provides that an application to review a **statement of claim or itemised account** may be made to the Property Services Council within **28 days** after the **statement of claim or itemised account** is served on you.

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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: MARGARET PRICE REAL ESTATE

Address: Shop 6 Cnr Beach and Wallis St's Forster NSW 2428

Ph: 6555 7211 Fax: 6555 3451

Email: rentals@margaretprice.com.au

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

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 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 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 where Tribunal / Court orders have been awarded.
- 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.

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 our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

As TICA may collect personal information about you, the following information about TICA 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. 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail:TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

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), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date Day / Month / Year

Witnessed (AGENT)



OFFICE USE ONLY

Verification Of Applicant Details

Please Fax back to 02 6555 3451

TO: _____	FAX NUMBER: _____
FROM: _____	DATE: _____

We advise that the Applicants listed below have applied to our office for a rental property. In order to assist in the processing of the application, could you please complete the relevant sections and fax it back to our office as soon as possible.

APPLICANT/S NAME: _____

ADDRESS: _____

	<u>YES</u>	<u>NO</u>
2) Is the aforementioned applicant/s currently on a lease?		
3) How long has the applicant/s resided at the address?		
4) How much rent does the applicant/s currently pay?		
5) Is the rent up to date and paid on time?	YES	NO
6) During the tenancy, has the applicant been in arrears?	YES	NO
7) Did your office terminate the tenancy?	YES	NO
8) Were routine inspections carried out?	YES	NO
9) Were there any issues found during the routine inspections?	YES	NO
10) Was there cause to report any issues to TICA?	YES	NO
11) Were pets kept at the premises?	YES	NO
12) Would you rent to the applicant/s again?	YES	NO
<u>Comments:</u>		

ON COMPLETION OF THIS FORM, PLEASE FAX THROUGH TO (02) 6555 3451 TOGETHER WITH A CURRENT TENANT LEDGER. THANKYOU FOR YOUR ASSISTANCE.

FORM COMPLETED BY: _____ CONTACT NUMBER: _____

APPLICANTS TO COMPLETE

I, _____ of _____ hereby give my authority for you to

I, _____ of _____ hereby give my authority for you to give reference details to the Property Management Department of Margaret Price Real Estate to assist in the processing of my application for tenancy.

Signed: _____ Dated: _____

Signed: _____ Dated: _____