

Tenancy Application Form



MACQUARIE
real estate
RENTALS

5/605 Hume Highway,

CASULA NSW 2170

Ph: (02) 9821 4777

Fax: (02) 9821 3566

Email: rentals@macquarierealestate.com.au

APPLICATION CHECKLIST

Thank you for applying for a Macquarie Real Estate Property. Please complete the application and ensure all the contact details are correct. Please also ensure that you attach all your supporting documents to avoid delays in the application being processed. PHOTOCOPYING WILL BE CHARGED AT \$1.00 PER PAGE.

Identification Documents:

- Photo Proof of Identification – Driver's License, Passport, NSW Photo Card – 60 Points
- Birth Certificate – 50 Points
- Medicare Card – 40 Points

Income Documents:

- 3 x most recent payslips
- Bank Statement
- Centrelink Payment Summary

Previous Rental:

- Most recent Tenancy Rental Ledger (If 6 months or less, then you are requested to provide the previous Tenancy Ledger also)

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Internet: www.macquarierealestate.com.au



APPLICATION CHECKLIST

Thank you for applying for a property with Macquarie Real Estate Rentals. Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application

Please tick

I have attached non-returnable copies of the documentation required for the 100 Point Check (Section H)

A) Proof of Identity (Drivers Licence or Passport or Birth Certificate + Other Photo ID)

B) Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)

C) Supporting Documentation (40 Points from:- Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])

I have read and accept the terms and conditions (Section I)

I have signed the application (Section I)

A. RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;

If you have a second preference, the address of that property;

2. Lease commencement date

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease term

<input type="text"/>	Months
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How did you find out about this property?

Newspaper Internet Signboard Rental List

Referral Window Other

B. PERSONAL DETAILS

4. Please give us your details

Mr. Ms Miss Mrs. Other

Surname

Given name/s

Date of Birth

Driver's license no.

Driver's license state

Passport no.

Passport country

Pension/Centrelink no. (If applicable)

Type of Payment (if applicable)

5. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

6. How many people will normally occupy the property?

Adults Children

Age/s of Children (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Do you have any pets?

Yes No

If so, please provide details of pet/s (type/breed):

8. Car Registration

Year & Model

C. APPLICANT HISTORY

9. What is your current address?

 Postcode

10. How long have you lived at your current address?

Years Months

11. Why are you leaving this address?

12. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

13. What was your previous residential address?

 Postcode

14. How long did you live at this address?

Years Months

15. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not, why not?

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D. EMPLOYMENT HISTORY

16. Please provide your employment details
What is your occupation? Full Time Part Time Casual

 Employer's name (inc. accountant if self employed or institution if a student)

 Employer's address

 Postcode
 Contact name Phone no.
 Length of employment Years Months **Net weekly income** \$

17. Please provide your previous employment details
Occupation Full Time Part Time Casual

 Employer's name:

 Length of employment Years Months **Net weekly income** \$

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency. (Not living with you)
Surname Given name/s
 Relationship to you Home phone no.
 Work phone no. Mobile phone no.
Please note: We may contact this person to assist you, should your rent fall into arrears.

F. REFERENCES

19. Please provide two personal/business references (not related to you)
 1. Surname Given name/s
 Relationship to you Phone no.
 2. Surname Given name/s
 Relationship to you Phone no.

G. PAYMENT DETAILS

20. Property Rental \$ **Per week**

First payment of rent in advance of **2 weeks rent** \$
 Rental bond equivalent to **4 weeks rent** \$
 Sub Total \$
 Less: Optional Holding Deposit (see Section J) \$
 Amount payable on signing tenancy agreement (Bank Cheque, Electronic Transfer [cleared funds only] or Credit Card payments only) \$

All cheques are to be made out to Macquarie Real Estate Rentals. For security and insurance reasons we do not accept cash.

21. Rent Payment Methods:
I agree to pay my rent via one the following methods:
 Eftpos Payment (An automatic rent transfer from your financial institution or employer, or via your internet banking facility)
 Automated Periodic Payment (An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

H. 100 POINT CHECK

22. Please provide non-returnable copies of the following documentation with your application.
 - A minimum of 100 Check Points is required for each applicant.
 - Points must be made up from each of sections A, B and C as shown.

Please Tick

A) Proof of Identity (30 Points)
 You must provide one of the following:
 Drivers Licence or Passport or Birth Certificate + Photo ID **30 Points**

B) Proof of Income (30 Points)
 You must provide at least one of the following:
 Last Pay Advice or Current Centrelink Statement or Current Bank Statement (must show sufficient funds to meet rental payments) **30 Points**

C) Supporting Documentation (40 Points)
 You must provide at least 40 points of the following documentation:

Current Rental Ledger (from Agent)	40 Points	<input type="checkbox"/>
Last 2 Rent Receipts	20 Points	<input type="checkbox"/>
Two Written References	20 Points	<input type="checkbox"/>
Recent Rates Notice	30 Points	<input type="checkbox"/>
Vehicle Registration Papers	10 Points	<input type="checkbox"/>
Current Electricity/Phone Account	10 Points	<input type="checkbox"/>

Minimum of 40 Points Required

TOTAL POINTS (A+B+C)
 (Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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I. DECLARATION

I confirm the following:

I have inspected the property that I am applying for

Yes No

Date inspected:

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
 - (b) My personal referees and employer/s;
 - (c) Any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default database until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) facilitate the sale of the property should it be placed on the market
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

J. PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature

Date

X

Print Name

Agents Signature

Date

K. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

\$

One (1) weeks' rent

- (a) Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- (b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- (c) **The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.**
- (d) Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (e) The Holding Deposit will be banked into a Trust Account and any refund given will be by way of Electronic Funds Transfer into your bank account.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application

Signature

Date

Utility Connection

This is a **FREE** service that connects all your utilities and other services.

We can help you arrange for the connection or provision of the following Utilities and services:

Electricity Gas Solar Mobile
Phone Internet Security



We guarantee that when you connect with one of our market leading electricity and gas supplier, your services will be connected on the day you move in.

Please tick this box if you would like us to get in contact with you in relation to any of the above services

Once our agent has received this application, they will call you to confirm your details. Our agent will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. The agent service is a one-stop connection service. The agents services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept agent terms and conditions which are included with this application
2. Invite the agent to contact you by any means (including by telephone or SMS even if the customers telephone number is on, do not call register). In order to provide the agents services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote of the services listed above. This consent will continue for a period of one year from the date the customer enters into the agreement.
3. Consent to the agent using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for the services.
4. Authorise the agent to obtain the national metering identifier and /or the meter installation reference number for the premises you are moving to.
5. Agree that, expect to the extent provided in the terms and conditions, the agent has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that the agent may receive a fee from service providers, part of which may be paid to the real estate agent, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorized to make this application and to provide the invitations, consents, acknowledgements, authorizations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

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 can not process your application.

Agency Name: _____
(Herein referred to as the "Agent")

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 Default Tenancy Control 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 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

The Agent also has a number of 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 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.

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.

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: _____



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 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 28137 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

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)
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, 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.

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 under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

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.