

Tenancy application form

Thank you for choosing a McGrath property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two weeks' rent.
5. **When this form has been completed, please email to**

Rental property:

| |
|------------------|
| property address |
|------------------|

Tenancy requirements:

| | | |
|-------------------------------|---------------------|-------------------|
| length of tenancy (months) | rent \$ per week | commencement date |
|-------------------------------|---------------------|-------------------|

Occupancy details:

| | | |
|---|-----------------------------------|----------------------|
| no. of occupants who will live in this property | no. and ages of children (if any) | no. and type of pets |
|---|-----------------------------------|----------------------|

Applicant's details:

| | |
|------|-------|
| name | email |
|------|-------|

| |
|---------|
| address |
|---------|

| | | |
|------------|------------|--------------|
| home phone | work phone | mobile phone |
|------------|------------|--------------|

Personal details:

| | | |
|---------------|------------------------|--------------------------------|
| date of birth | drivers licence number | drivers licence state of issue |
|---------------|------------------------|--------------------------------|

| | | |
|-----------------|------------------|---|
| passport number | country of issue | no. vehicles (Including caravans and trailers) |
|-----------------|------------------|---|

conned now.

We get things sorted.

Moving is made easier with connectnow.

1300 554 323

info@connectnow.com.au

connectnow.com.au

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections from selected providers.

Our connection service is free of charge to you. Connectnow may receive commissions or fees from its service providers for referrals or connections and may pay a fee to the real estate agent listed on this application form in respect of the provision of the services provided to you by Connectnow. Property Stock and Business Agents Act 2002: In respect of services that the Tenant agrees to arrange through Connect Now Pty Ltd, which may include electricity, gas, home bundles, internet, pay TV or telephone, McGrath discloses that it may receive referral fees of up to a total of \$180 in aggregate. Some service providers may charge a standard connection/set up fee. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES, I accept the Terms. Please call me to connect my new home services.

| | | |
|-------------------------|------|------------------------|
| signature of applicant: | date | I.D. (office use only) |
|-------------------------|------|------------------------|

Current rental details:**Previous rental details:****No rental history (home owner):****Current employment:****Previous employment:****Emergency contact details (not residing at premises):****Personal/business references: (not relatives)****How did you find out about this property:**

- Internet (please specify) mcgrath.com.au domain.com.au realestate.com.au
- For lease board
- Local newspaper Other _____

Confirmation

I confirm the following:

- 1. During my inspection of this property I found it to be in a reasonably clean condition. yes no
- 2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

- 3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 4. I confirm having received a copy of this application for my retention.
- 5. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to McGrath Property Management upon signing the Residential Tenancy Agreement.

Statement of costs:

| | |
|-----------------------------------|----|
| Rental bond | \$ |
| Rent in advance (Two weeks' rent) | \$ |
| TOTAL | \$ |

Lodge Bond Online Yes No

If a holding fee is being paid on the property, the following conditions will apply:

- 1. A Holding Fee will only be accepted once an application has been approved by the landlord.
- 2. The Holding Fee of \$, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
- 3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
- 4. The Holding Fee will be paid towards the initial rent for the premises.
- 5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
- 6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

McGrath Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

- 1. To reserve the premises for the period in accordance with the conditions above stated.
- 2. To prepare a Residential Tenancy Agreement for the premises.

applicant's signature

date

agents 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 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 can not process your application.

| | |
|-------------|-------|
| member name | phone |
|-------------|-------|

| |
|---------|
| address |
|---------|

| | |
|-------|-----|
| email | fax |
|-------|-----|

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 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 / 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
- Other Real Estate Agents to assess the risk to our clients.

We 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

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, 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.

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.

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 28137 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 mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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, 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 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 you're 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.

| | | |
|--------------|-------------------|------|
| name | signature | date |
| witness name | witness signature | date |

McGrath Limited and its related bodies corporate, franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy, so that we can provide our services relating to sales, leasing and property management and to tell you about our services and property listings. Without your information, we may not be able to provide you services and you may miss out on receiving valuable information from us. We may disclose your personal information to companies in the McGrath group, other parties in the transaction and their authorised representatives and to third party service providers who may have servers located overseas such as in USA, Europe, Japan and the Philippines, and you consent to these disclosures. You have a right to access your personal information that we hold, and may ask us to correct this. Our Privacy Policy contains more detail on your rights and contact details for questions or complaints at www.mcgrath.com.au/privacy.

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 check points, please phone your property management team.

Primary Documents

70 points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

Secondary Documents

40 points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

35 points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

25 points (Must have name and signature on)

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

25 points (Must have name and address on)

- Records of a public utility - phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

Please also attach the following documents

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend