

## 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 [fomsawtell@mcgrath.com.au](mailto:fomsawtell@mcgrath.com.au)

### Rental property:

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

### Tenancy requirements:

|                               |                     |                   |
|-------------------------------|---------------------|-------------------|
| length of tenancy<br>(months) | rent<br>\$ 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<br>(Including caravans and trailers) |
|-----------------|------------------|---|

## **Direct Connect** Your free no obligation utility connection service

T 1300 664 715

F 1300 664 185

[directconnect.com.au](http://directconnect.com.au)

### Please tick services required at your new property

(we will call you to confirm your details and connection timings within 24 hours of receiving this information)

Electricity     Internet     Gas     Phone     Pay TV     Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. **This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28] days after we/I disconnect the last of the services in respect of which this application is made];** acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

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

|        |      |                                |
|--------|------|--------------------------------|
| signed | date | Office property leased through |
|--------|------|--------------------------------|

**Current rental details:**

|                                   |  |                    |
|-----------------------------------|--|--------------------|
| address                           |  |                    |
| current rent<br>\$ _____ per week | how long have you lived there?<br>_____ months | reason for leaving |
| agent/landlord                    | work phone                                     |                    |

**Previous rental details:**

|                                   |  |                    |
|-----------------------------------|--|--------------------|
| previous property address         |  |                    |
| current rent<br>\$ _____ per week | how long did you live there?<br>_____ months | reason for leaving |
| agent/landlord                    | work phone                                   |                    |

**Current employment:**

|   |                                 |                         |
|---|---------------------------------|-------------------------|
| current employer (company)  | employer address                |                         |
| contact name (manager)  | contact's work phone            | your position           |
| length of employment<br><small>(if less than six mths complete Previous Employment Details)</small> | net income<br>\$ _____ per week | full time or part time? |

**Previous employment:**

|                             |                                 |                         |
|-----------------------------|---------------------------------|-------------------------|
| previous employer (company) |                                 |                         |
| contact name (manager)      | contact's work phone            | your position           |
| length of employment        | net income<br>\$ _____ per week | full time or part time? |

**Emergency contact details:**

|         |              |               |
|---------|--------------|---------------|
| name    | relationship | contact phone |
| address |              |               |

**Personal/business references: (not relatives)**

|         |            |            |
|---------|------------|------------|
| name    | occupation | work phone |
| address |            |            |
| name    | occupation | work phone |
| address |            |            |

**How did you find out about this property:**

- Internet (please specify)  
 mcgrath.com.au  
 domain.com.au  
 realestate.com.au  
 For lease board  
 Sydney Morning Herald  
 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 Trading Reference Australia (TRA) 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                       | \$ <input type="text"/> |
| Rent in advance (Two weeks' rent) | \$ <input type="text"/> |
| <b>TOTAL</b>                      | \$ <input type="text"/> |

### 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](http://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.

**(If more than one applicant, "I" means "we" in this form). "I have read and I understand the above information".**

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

The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for McGrath Property Management ("McGrath") to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided McGrath will be unable to process the application and 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 landlord, referees, other agents and third party operators of tenancy reference databases and to service provider, Direct Connect. Personal Information already held on tenancy databases may be disclosed to this agency and/or the landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

Your Personal Information will not be sold to third parties, however, McGrath will conduct direct marketing for its services from time to time and you consent to receiving such information from McGrath.

In providing your Personal Information you consent to McGrath collecting, storing and using your Personal Information in the manner set out above, and you consent to McGrath disclosing your Personal Information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

McGrath complies with the Privacy Act 1988 (Cth) as amended and has adopted a set of principles in its policy which is consistent with the Australian Privacy Principles as amended in March 2014 (APPs). Any personal information received by McGrath Property Management will be treated in accordance with the APPs and in accordance with McGrath's Privacy Policy (accessible on its website - [www.mcgrath.com.au](http://www.mcgrath.com.au))

McGrath takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised McGrath personnel only.

If you would like to access the Personal Information McGrath holds, you may do so by contacting McGrath's Privacy Officer. You may also correct information if the information is inaccurate, incomplete or out-of-date.

If you require more information, or have any complaints regarding how McGrath may have collected or used your personal information, you may contact McGrath's Privacy Officer on 9386 3333, by email at [privacy@mcgrath.com.au](mailto:privacy@mcgrath.com.au), or by mail addressed to The Privacy Officer, McGrath Limited, 191 New South Head Road, Edgecliff.

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

Identification (at least 100 points must be provided)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

**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

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