

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 our tenants to pay rent by direct debit via Ipay Rent.
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 pay your first months rent in advance within 24 hours in order to the secure the property.
5. **When this form has been completed, please email to mcgrathgeelong@email.propertyme.com**

Rental property:

Tenancy requirements:

<input type="text" value="length of tenancy (months)"/>	<input type="text" value="rent \$ per week"/>	<input type="text" value="commencement date"/>
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Occupancy details:

<input type="text" value="no. of occupants who will live in this property"/>	<input type="text" value="no. of occupants over the age of 18"/>	<input type="text" value="no. & ages of children under 18 (if any)"/>
<input type="text" value="are you a smoker?"/>	<input type="text" value="no. and types of pets, breed & age"/>	<input type="text" value="are you a property owner? yes/no"/>

Applicant's details:

<input type="text" value="title (Mr, Mrs, Ms, Miss, Dr) name"/>	<input type="text" value="email"/>	
<input type="text" value="address"/>		
<input type="text" value="home phone"/>	<input type="text" value="work phone"/>	<input type="text" value="mobile phone"/>

Personal details:

<input type="text" value="date of birth"/>	<input type="text" value="drivers licence number"/>	<input type="text" value="drivers licence state of issue"/>	
<input type="text" value="passport number"/>	<input type="text" value="country of issue"/>	<input type="text" value="registration"/>	<input type="text" value="no. vehicles (including caravans and trailers)"/>

Emergency contact details:

<input type="text" value="name"/>	<input type="text" value="relationship"/>	<input type="text" value="contact phone"/>
<input type="text" value="address"/>		



This is a FREE service that connects all your utilities and other services. Foxie can help arrange for the connection or provision of the following utilities and other services:



ELECTRICITY



GAS



BROADBAND



PAY TV



WATER

Foxie is an independent service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls. Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. By signing this form, the applicant consents to having their details sent to Foxie regarding their water connections. Foxie and your Agency may receive a benefit for arranging your services. Foxie is committed to protecting confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at www.foxie.com.au or call 1800 275 369.

Foxie and your agent are unable to accept responsibility for any delay or failure to connect your utility service.

Current**accommodation history:**

address

current rent \$ _____ per week

how long have you lived there? _____ months
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reason for leaving

agent/landlord details

work phone

Previous**accommodation history:**

previous property address

previous rent \$ _____ per week

how long did you live there? _____ months
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reason for leaving

agent/landlord details

work phone

No rental history (home owner):

previous property

selling agent or managing agent

contact details

Current employment:

employers trading name

employer address

contact name (manager)

phone number

your position

length of employment <small>(if less than five years complete Previous Employment details)</small>

net income \$ _____ per month or \$ _____ per week

full time / part time / casual

Previous employment:

employers trading name

contact name (manager)

phone number

your position

length of employment

net income \$ _____ per month or \$ _____ per week

full time / part time / casual

If self-employed please provide the following:

company name

abn/acn

company address

postcode

accountant name & phone

business type

accountant email

income for last financial year

* Attach copy for the financial year & attach copy of last tax return

If you are a student:

institution

course

Union no. / student ID

length of course

current year

If you receive a centrelink payment:

type

customer no.

amount per fortnight \$ _____

Personal reference: (not relatives)

name	occupation	work phone
address		relationship to you

Business reference: (not relatives)

name	occupation	work phone
address		relationship to you

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 National Tenancy Database (NTD) 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.

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	McGrath Geelong	phone	(03) 5223 2040
address	188 Moorabool Street, Geelong VIC 3220		
email		fax	(03) 5223 2899

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 (ABN: 61 608 153 779) and its related bodies corporate (including but not limited to McGrath Oxygen Home Loans Pty Ltd (ACN 103 177 377) and Total Real Estate Training Pty Ltd (ACN 093 918 122)), franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy. If you provide us with your details, we may contact you about our property listing, promotions, and related products and services. We may use your personal information within McGrath and disclose it to our authorised representatives and service providers who act on our behalf, to fulfil the purpose for collecting your information. Our service providers may have servers located overseas such as in USA, Europe, Philippines and Japan, and you consent to these overseas disclosures. Without your information, we may not be able to provide you with services and you may miss out on receiving valuable information from us. We do not collect sensitive information about you unless you provide it to us voluntarily. 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)

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

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 - Student card

35 points (Must have name and address on)

- Council rates notice

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)
- Bank card

25 points (Must have name and address on)

- Records of a public utility - phone, water, gas or electricity bill
- Credit Card Statement
- Lease agreement
- Rent receipts for the last two months from a licensed real estate agent

Please attach at least one of the following documents from each category

Proof of rental history

- Printout of rental ledger

Proof of current address

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

Proof of income

- 2 most recent pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

Any photocopying required will be charged at \$1.00 per page