



**pam court
realty**

Ph 5477 7600 Fax 5477 7611

Suites 5 & 6, Mountain Creek Medical Centre
Karawatha Drive, Mountain Creek 4557
PO Box 5721
Maroochydore BC Qld 4558
Email : rentals@pamcourt.com.au
Web : www.pamcourtrealty.com.au

TENANCY APPLICATION

VERY IMPORTANT INFORMATION FOR ALL APPLICANTS

Property Managers: Mieke de Graaf & Jodie English

PROOF OF IDENTIFICATION

It is office policy that before any application will be considered, each applicant must achieve a minimum of 100 checkpoints;

Last 4 Rent Receipts, Tenant Ledger or Rates Notice (if owned)	#50 points
Driver's License, 18+ card or Passport	#40 points
Photo I.D	#30 points
Minimum of 2 references from previous Landlord/Agent	#20 points
Current Motor Vehicle Registration Papers	#10 points
Copy previous Telstra, Energex, Mobile Phone accounts	#10 points
Pay slip, Centerlink Income & Assets Statement	#10 points
Bank Statement, Group Certificate, Letter from Accountant (self employed)	#10 points
Copy of Birth Certificate	#10 points
Pension or Health Care Card or Medicare Card	#10 points

PROOF OF INCOME

Will be required, stating type of employment and approximate income or pay rate. A current wage slip is sufficient. If on Social Welfare proof from their office will be required. **Affordability is based on 30% of your combined income.**

RENTAL REFERENCES

Personal references must be from a person with standing in the community. Personal friends and family members will not be contacted.

PROPERTY MANAGERS DECISION

Are final and require no explanation or reason if not approved.

IF YOUR APPLICATION IS ACCEPTED

Prior to moving into the property we require six (6) weeks rent in advance made up as follows;

- Equivalent (4) weeks rent for bond – payable by cash, bank cheque or money order **only**
- Equivalent (2) weeks rent in advance – payable by cash, bank cheque or money order **only**

It is office policy **not** to accept Bond Transfers under any circumstances.

If applying for a Bond Loan, you will not be permitted to take up residence until ALL forms have been received from the Department of Housing and signed by all parties.

***ALL TENANTS ARE REFERRED TO THE TENANT INFORMATION CENTRE
AUSTRALASIA (TICA) FOR APPROVAL.***

***ALL PARTIES STATED ON THE LEASE MUST BE PRESENT AT THE TIME OF SIGNING
DOCUMENTS, PRIOR TO KEYS BEING RELEASED.***

RESIDENTIAL TENANCY APPLICATION For property at.....

PERSONAL DETAILS

Full Name:				
Date of Birth:				
Home Phone:	Work :	Mobile:		
Current Address:				
Rent / Own (Circle One Only)				
Period of Occupancy:	Rent Paid:			
Present Agent/Lessor:				
Agent/Lessor Address:				
Phone No.:				
Previous Address:				
Rent / Own (Circle One Only)				
Period of Occupancy:	Rent Paid:			
Previous Agent/Lessor:				
Agent/Lessor Address:				
Phone No.:				
Was the Bond refunded in full – YES or NO (Circle one only)				
If NO – What deductions were made	Rent arrears	\$		
	Repairs	\$		
	Cleaning	\$		
List any pets owned & state breed:				
Are the pets registered with Council – YES or NO (Circle one only)				
Marital Status: Married	Single	Defacto	Divorced	Widow/er
Number of children living with you:				
Children/s ages:				
Car registration No:			State:	
Drivers License No:			State:	

PERSONAL REFERENCES

Name:	
Address:	Phone:
Relationship:	How long known:
Name:	
Address:	Phone:
Relationship:	How long known:

STUDENT DETAILS

Name of College / TAFE or University:	
Faculty / Course:	
Student ID No:	

OCCUPATION DETAILS

Current Employer:	
Occupation:	
Contact Person:	
Work Address:	Phone:
Period of Employment:	
Weekly Wage: \$	Net Wage: \$
On which day of the week do you prefer to pay rent:	
Do you wish to arrange Direct Debit or pay cash weekly / fortnightly / monthly (Circle one)	

IF EMPLOYED FOR LESS THAN 6 MONTHS

Previous Employer:	
Occupation:	
Contact Person:	Phone:

IF SELF EMPLOYED

Name of Business:	
Industry:	ABN:
Address:	
Phone:	How Long:
Name of Accountant:	Phone:

BUSINESS WORK REFERENCES

Name:	Phone:
Business/Work Name:	
Address:	
Name:	Phone:
Business/Work Name:	
Address:	
Name:	Phone:
Business/Work Name:	
Address:	

CONTACT IN CASE OF EMERGENCY

Name:	
Address:	
Relationship:	Phone:

PARENTS/GAURDIAN

Name:	
Address:	Phone:

Are you planning to purchase a home or investment property at some time in the future?	
YES NO	
When:	
Area:	
Price Range:	

DISCLAIMER/AUTHORITY

The said applicant does solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct any enquires and or searches with regard to the information and references supplied in this application.

I the said applicant does solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I the said applicant does solemnly and sincerely declare:-

1. I have inspected the property located at : _____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ____/____/____ for a period of _____
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$_____ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be **TWO WEEKS** in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$_____ (equivalent to four weeks rent) and I further agree and undertake to pay the said bond on or before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportion to finalising of the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me.
9. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply a reason for the rejection of this application.
10. I have been informed, understand and agree to pay one (2) weeks rent upon acceptance of this application by **Cash or Bank Cheque ONLY**.
11. I have been informed, understand and agree that upon acceptance of my application this two weeks rent becomes **NON REFUNDABLE**.
12. I have been informed, understand and agree that the said two weeks rent will be allocated to the first two weeks Rent that becomes Due and Payable or will form part of the Rental Bond.
13. I have been informed, understand and agree to the information supplied by the Agent relating to the Privacy Act Acknowledgement and TICA (Tenancy Information Center Australasia) Statement.

Applicant Name: _____

Date: _____

Applicant Signature: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy databases my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contract on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s _____

Signed by member

Signed by applicants

Dated _____



TICA STATEMENT FOR TENANTS

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups :

Members of TICA Default Tenancy Control Pty Ltd

Individuals who make a tenancy application

Individuals who engage the services of a Property Manager

Under National Privacy Principle 1.3(a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty Ltd (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3(c) we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 per minute including GST.

Under National Privacy Principle 1.3(b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3(d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3(f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty Ltd