

Hot Tips to get your Application Approved!

1. Ensure your application is submitted by 8.30am the following day after you viewed the property.
2. Ensure that every adult living in the property fills out an application form.
3. Ensure you provide your full 100 points of ID – Proof of income is pre-requisite eg pay slip/contract of employment etc

100 POINT CHECKLIST FOR IDENTIFICATION

Your application will not be processed unless it has been fully completed and the 100 checkpoints of identification is supplied

Identification	Value	Office Use Only
Drivers License or Passport	40	
Last 4 Rent receipts or Current Tenancy History print out	30	
Bank Statements	30 each	
Wage slips (max. 2)	20 each	
Rates Notice	20	
Copy of any bills or invoices: Phone Electricity Motor vehicle registration	10 each	
Medicare Card, Credit Card, Eftpos Cards	10 each	
Copy of Birth Certificate or Marriage Certificate.	10 each	
If you are in the process for selling a property, any correspondence from your Real Estate or Solicitor	10 each	
Any other photo Id.	10 each	
TOTAL		



I, the Applicant hereby apply for approval by the owner of the premises referred to in this form to becoming the tenant of the premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by Doyle Spillane Real Estate.

Address of property being applied for: _____

Other Preferences: _____

Rental \$ _____ per week Intended move in date: _____

Lease period required 6mths/12mths/Other: _____

Number of occupants: Adults _____ Children _____ Ages _____

Pets: Yes/No Type: _____

Personal Details	
First Name (s)	Surname/Family Name
Age _____ years	Date of Birth / /
Driver's Licence _____	Vehicle Make _____ Reg. no _____
Passport No _____	Country _____
Smoker Yes/No	Current Address
Contact telephone numbers	
Work _____	Home _____
Mobile _____	Fax _____
Email address	
Emergency Contact (i.e next of Kin)	
Name:	
Relationship:	
Contact telephone numbers	
Work _____	Home _____
Mobile _____	Fax _____
Email address	
Emergency Contact 2 (i.e next of Kin)	
Name:	
Relationship:	
Contact telephone numbers	
Work _____	Home _____
Mobile _____	Fax _____
Email address	



Current Landlord/Real Estate Agent
Name:
Address:
Contact telephone numbers
Work _____ Fax _____
Mobile _____ Email _____
Present Rent per week \$ _____ Period at this address _____ years _____ mths
Reason for leaving:
Previous Landlord/Real Estate Agent
Name:
Address:
Contact telephone numbers
Work _____ Fax _____
Mobile _____ Email _____
Previous Address:
Present Rent per week \$ _____ Period at this address _____ years _____ mths
Reason for leaving:
Employment/Income Details
Occupation:
Income \$ _____ per week/yearly
Full time Part time Casual Self Employed
Hours worked per week:
Length of Employment _____ years _____ months
Current Employer/Accountant (if self employed)
Name:
Address:
Contact telephone numbers
Work _____ Fax _____
Mobile _____ Email _____
Previous Employer
Name:
Contact telephone numbers
Work _____ Fax _____
Mobile _____ Email _____
Length of Employment _____ years _____ months
Position held:
Character References
Name:
Contact telephone numbers
Work _____ Home _____
Mobile _____ Fax _____
Email address

Declaration:

I, the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for a rental of \$ _____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond as required upon signing of a Residential Tenancy Agreement. It is acknowledged that references will be verified by the agent

Applicant Signature: _____ Date: _____

This form provides information about how your personal information is handled, 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. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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 and Other Real Estate Agents 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:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners. In the event of a successful tenancy application the applicant's personal information may be 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.

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 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 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA 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.

Applicant Signature: _____

Date: _____