

Tenancy Application Form

Name:

Property Address:

.....

SUPPORTING DOCUMENTS REQUIRED

Phillip Daidone Realty will not consider any applications without the following documents attached:

- **Copy of drivers licence / passport**
- **Current rental ledger / rental reference letter (if privately renting)**
- **Most current payslip / employment letter**
- **Most recent bank statement**

(PLEASE PROVIDE PHOTOCOPIES OF ALL YOUR DOCUMENTS ALONG WITH YOUR COMPLETED APPLICATION FORM. ANY COPIES MADE BY OUR OFFICE WILL INCUR A \$0.50 CHARGE PER PAGE)

PROCESSING & APPLICATION ACCEPTANCE / NON-ACCEPTANCE

Your application will be processed with the information provided and put to the Landlord for their acceptance or non-acceptance.

NO REASON WILL BE DISCLOSED IF YOUR APPLICATION IS NOT ACCEPTED.

Should your application be approved, you will at that time be required to pay a holding deposit (one week's rent) within 24 hours.

We may not contact you if your application is not accepted.

WHAT IS PAYABLE & WHEN?

Within 24 hours of approval:	1 week of rent (as a holding deposit)
On the day of signing your Lease Agreement:	4 weeks of rent (bond) + 1 week of rent

CONNECTING UTILITIES

Unless you opt out in the section below, our partner MyConnect will contact you to arrange the connection of your utilities (electricity, gas, internet etc) at your new address.

MyConnect provide this service FREE of charge, for tenants of Phillip Daidone Realty.

myconnect[®]
a really smart move

**MyConnect will contact you to
connect your utilities for FREE**



- ☒ **Yes, please contact me**
- ☐ Interpreter required
- ☐ Opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au

PROPERTY DETAILS

1. What is the address of the property you would like to rent?

2. Rent payable for property: \$ _____

3. Preferred: Lease commencement date ____/____/____ Lease term: ____ Months ____ Years

4. How many tenants will occupy the property? Adults ____ Children ____ Age of Children _____

5. Please provide details of any pets: (Amount, type/breed etc)

PERSONAL DETAILS

6. Please provide your details

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

First Name: _____ Middle: _____

Last Name: _____

Date of Birth: _____

Current Address: _____

Car Registration: _____

Driver's Licence No: _____ State: _____

Passport No: _____ Country: _____

Pension Type: _____ No. _____

Alternate I.D: _____ No. _____

7. Please provide your contact details

Home Ph: _____

Mobile: _____

Work Ph: _____

Email: _____

PREVIOUS RENTAL HISTORY

12. Were you the: ☐ Owner ☐ Renter ☐ Other (specify):

13. Previous Address

14. How long did you live at this address?

15. Why did you leave this address?

16. Landlord/Agent details of this property (if applicable)

Landlord/Agent Name: _____

Phone number: _____

Rental amount: \$_____per week

Was the bond refunded in full? Yes ☐ No ☐

If no, why? _____

CURRENT SITUATION

8. Do you: ☐ Own (Attach rates notice) ☐ Rent ☐ Other (specify):

9. How long have you lived at your current address?

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Landlord/Agent Name: _____

Phone number: _____

Rental amount: \$_____per week

Was the bond refunded in full? Yes ☐ No ☐

If no, why? _____

EMPLOYMENT DETAILS

17. Please provide your CURRENT employment details

Occupation: _____

Company Name: _____

Employment Address: _____

Contact Name: _____ Phone: _____

Length at Employment: _____Yrs _____Mths

Income weekly: \$_____

18. Please provide your PREVIOUS employment details

Occupation: _____

Company Name: _____

Employment Address: _____

Contact Name: _____ Phone: _____

Income weekly: \$_____

IF SELF EMPLOYED

19. Provide the following details if you are self employed

Company Name: _____

Company Address: _____

Business Type: _____

Position Held: _____

ABN: _____

Accountant Name: _____

Accountant Phone: _____

Solicitor Name: _____

Solicitor Phone: _____

PERSONAL REFEREES

20. Please provide 2 personal references (not related to you no friends as references)

1. Full Name: _____

Occupation: _____

Relationship: _____ Phone: _____

2. Full Name: _____

Occupation: _____

Relationship: _____ Phone: _____

PAYMENT DETAILS

Property rental: \$ _____ per week

Rent in Advance (2 weeks rent): \$ _____

Rental Bond (4 weeks rent): \$ _____

Sub Total: \$ _____

Less Holding deposit: \$ _____

Total Due: \$ _____

The above payments must be made by direct deposit, money order or cash to Phillip Daidone Realty. We will not accept personal cheques for the above initial payment.

Holding Deposit

Upon acceptance of your application, you will be required to pay a holding deposit of one (1) weeks rent. Should you decide to later withdraw your application, the full holding deposit will be forfeited.

DECLARATION/AUTHORITY

I hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given on my own free will. I declare that I have inspected the premises and am not bankrupt.

I acknowledge that should I put down a holding deposit before my application has been approved by the Landlord and I later withdraw my application, the full holding deposit will be forfeited to the Agent.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

Applicant Signature

X

Applicant Print Name

Date

PRIVACY ACT ACKNOWLEDGEMENT

This form provides information about how we the 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 in the specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

TICA DEFAULT TENANCY CONTROL DATABASE:

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/owner for approval or rejection of your application
- TICA Default Tenancy Control; Pty Ltd to assess the risk to our client 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 of our client

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to:

- Trades people to contact you for repairs and maintenance of the property
- Refer to tribunals or court having jurisdiction seeking order or remedies
- Refer to debt collection agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control to record details of your tenancy history
- Refer to the lessor / owner insurer in the event of an insurance claim
- To provide future rental reference to other asset managers

TICA STATEMENT

As TICA may collect personal information about you, the following information about TICA 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 information from its members including tenancy application enquiries and tenancy history. In accordance with National Privacy Principles you are entitled to have access to any personal information that we may hold on any of your databases. To obtain your information from TICA proof identity will be required and can be made by any of the following ways.

Phone: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile phones) Mail: TICA Public ENQ PO Box 120, Concord NSW 2137, a fee of \$8.80 plus self-addressed envelope is required.

Primary Purpose

TICA collects information from its members on Tenancy related matters & provides such information to other members as a risk management system for the purpose of assessing tenancy applications. TICA does not provide any information that it collects to any other individuals or organisations for any other purpose than assessing tenancy application or risk management system other than government and/or agencies allowed by law to obtain information from TICA. The personal information that TICA may hold as follows: Name, D.O.B, Driver's License Number, Proof of age card, comments made by TICA member in relation to your tenancy, which members you rented through and which member you applied to.

Applicant Name

Date of birth

Applicant Signature

Date

X