

TENANCY APPLICATION FORM

Thank you for choosing a Premium Residential 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 your application is approved, you will be required to transfer funds to our nominated Trust Account for the rental bond and two weeks rent.
5. **When this form has been completed, please email back to rentals@premiumres.com.au**

RENTAL PROPERTY

Property address

TENANCY REQUIREMENTS

Length of tenancy (months)	Rent \$ per week	Commencement date
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OCCUPANCY DETAILS

No. of occupants who will live in this property	No. and ages of children (if any)	No. and type of pets
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APPLICANT'S DETAILS

Name	Email
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Address

Home phone	Work phone	Mobile phone
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PERSONAL DETAILS

Date of birth	Drivers licence number	Drivers licence state of issue
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Passport number	Country of issue	Do you smoke?	No. of vehicles (including caravans and trailers)
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CURRENT RENTAL DETAILS

Address

Current rent \$ per week	How long have you lived there? (months)	Reason for leaving
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Agent/landlord	Work phone
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PREVIOUS RENTAL DETAILS

Previous property address

Current rent \$ per week	How long did you live there? (months)	Reason for leaving
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Agent/landlord	Work phone
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NO RENTAL HISTORY (HOME OWNER)

Property address	
Selling agent or managing agent	Contact details

CURRENT EMPLOYMENT

Current employer (company)		Employer address	
Contact name (manager)	Contact's work phone	Your position	
Length of employment <small>(If less than 2 year's complete Previous Employment Details)</small>	Net income \$ _____ 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 \$ _____ per week	Full time or part time?

EMERGENCY CONTACT DETAILS (NOT RESIDING AT PREMISES)

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)
 Our website
 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 TICA 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 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 Premium Residential upon signing the Residential Tenancy Agreement.

STATEMENT OF COSTS

Rental bond	\$ <input type="text"/>
Rental in advance (two weeks rent)	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

Applicant's signature	Date
Agent's signature	Date

DECLARATION

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Applicant's signature	Date
Agent's 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	Premium Residential	Phone	(07) 3622 0666
Address		138 Racecourse Road, Ascot QLD 4007	
Email	rentals@premiumres.com.au	Fax	(07) 3622 0667

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

Name	Signature	Date
Witness name	Witness signature	Date

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

The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for Premium Residential to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided Premium Residential 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, Premium Residential will conduct direct marketing for its services from time to time and you consent to receiving such information from Premium Residential.

In providing your Personal Information you consent to Premium Residential collecting, storing and using your Personal Information in the manner set out above, and you consent to Premium Residential 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.

Premium Residential 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 Premium Residential personnel only.

If you would like to access the Personal Information Premium Residential holds, you may do so by contacting Premium Residential's Principal 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 Premium Residential may have collected or used your personal information, you may contact Mikki Finlay on 07 3622 0666, by email at rentals@premiumres.com.au, or by mail addressed to Premium Residential, 138 Racecourse Rd, Ascot.

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.

- 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.