



APPLICATION CHECKLIST

PLEASE NOTE: Applications will not be accepted until they are completed, signed & all documents provided. Applications will only be processed when they are fully complete.

- Any person over 18 who will be living at the property must submit an application **completed in full.**
- Please allow at least 24 hours for your application to be processed.

We Require:

1. PAY SLIPS/ PROOF OF INCOME

Each applicant must also provide the following documents (where applicable):

- Payslip/confirmation of employment (current) or
- Proof of Business ownership
- Bank Statements
- Proof of Centrelink and/or government assistance
- Latest Tax Return (business or personal)

2. RENTAL HISTORY/ PROOF OF OWNERSHIP

We need verification that you are either renting your current property or own it. If neither is the case, we require the contact details of the lessor or landlord. If you own your home, we require either a council rates notice or front page of the contract for sale.

3. IDENTIFICATION

No application will be accepted unless suitable identification is supplied.

Each applicant must provide 100 points of ID based on the following:

Passport or Drivers Licence (current)	40 points
Payslip and/or letter of employment:	20 points
Bankcard and/or Medicare card:	20 points
Birth certificate and/or proof of citizenship:	20 points
Phone/gas/electricity/account (current):	10 points

HOLDING DEPOSIT: *Approved applicants are required to pay a one (1) week goodwill deposit within 24 hours either by cash, bank cheque, money order or b-pay. Withdrawn application deposits will be forfeited.*

MONIES REQUIRED AT COMMENCEMENT OF TENANCY: On or before the lease sign up, a rental bond (4 x weeks rent) and 2 weeks of rent in advance (holding deposit will be applied as rent) must be paid to our office via bank cheque, money order, or b-pay.

HOME BASED BUSINESSES: It is a condition of any applicant to acknowledge that entering into a Residential Tenancy Agreement (RTA) is for domestic purposes only. Nor our landlord or Gilmour Property Agents consent to a home based business.

BY SIGNING THE APPLICATION FORM AND APPLYING FOR THIS PROPERTY YOU AGREE THAT YOU HAVE VIEWED THE PROPERTY IN THE PRESENCE OF AN AGENT FROM OUR OFFICE.

amended May, 2014



APPLICATION FOR TENANCY

NAME OF AGENT WHO SHOWED PROPERTY & DATE AND TIME OF INSPECTION

1. PROPERTY TO RENT

Address of property applied for:

Commencement Date

Term

Rental p/w

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26	52
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\$

Special Requests:

2. APPLICANT

Mr Ms Miss Mrs Other

First Name

Surname

Date of Birth

Passport #.

Licence #.

Car Registration:

Occupants

Adult/s Children/Ages

PETS – BREED - PLEASE SPECIFY INDOOR/OUTDOOR

1.	<input type="text"/>
2.	<input type="text"/>

3. CONTACT DETAILS

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

4. CURRENT PROPERTY DETAILS

Address:

<input type="text"/>	<input type="text"/>
Postcode	

Name of landlord or agent

Landlord/agent's phone

Weekly rent

\$

Period of Occupancy

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Reason for leaving (if own property & sold; why?)

5. PREVIOUS PROPERTY DETAILS

Address

Name of landlord or agent

Landlord/agent's phone no

Weekly rent paid

Period of Occupancy

\$

Was bond refunded in full?

If not, why not?

5. EMPLOYMENT DETAILS:

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Occupation

Contact name

Phone no.

Length of employment

Net income?

	Years		Months
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\$

p.w/p.m/f.night

If Self Employed

Business Name

Address:

A.C.N/A.B.N

Business Type

Date Formed:

Net income?

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\$

p.w/p.m/f.night

EMERGENCY/PERSONAL CONTACT DETAILS

Given name/s

Surname

Relationship to you

Phone no.

PRIVACY ACT COLLECTION NOTICE AND DECLARATION

PRIVACY ACT 1988 COLLECTION NOTICE

Personal information collected from tenants or potential tenants in the application and during the course of the tenancy, including through property inspection reports, and any Information already held on tenancy reference databases may also be disclosed to us as is necessary for our agency to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy. If this information is not provided, we may not be able to process the application and manage the tenancy.

If you would like to contact us or access the personal information we hold you can do so by contacting us at 263 Old Northern Road, Castle Hill 2154 – Tel.: 9899 3311 / Fax 9899 3591 or at rentals@gilmour.com.au .

I understand that if I fail to comply with my obligations under the tenancy agreement, that fact may also be disclosed to the landlord, operators of tenancy reference databases including other agents/landlords of properties that I may apply for in the future.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants (including but not limited to TRA and TICA)

I am aware that the Agent will use and disclose my personal information collected in the application and throughout the tenancy, including through property inspection reports to communicate to the following persons/organizations in order to:

- Communicate with the landlord and select a tenant
- Prepare lease/tenancy documents
- Allow organizations/trades people to contact me
- Lodge/claim/transfer forms to/from the Residential Tenancies Bond Authority
- Refer to Tribunals/Courts, Government & Statutory Authorities (as required by law)
- Refer to collection agents/lawyers/ financial institutions (where applicable)
- Refer to employment and personal referees, as well as to owners' corporations
- Refer to Third Parties as required by law

Bruce Gilmour Pty Ltd respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

DECLARATION:

I the said applicant do solemnly and sincerely declare:-

1. That the information contained in this application is true and correct and that all of the above information was given of my own free will
2. That I am over 18 years of age and eligible to enter into the agreement
3. That I have seen the premises I am applying to lease
4. That I have read and understood the privacy declaration
5. I/We agree that the rent is \$_____per week/fortnight/month and that the rental bond is \$ _____
6. I/We the applicant/s declare that I/we am/are not bankrupt.
7. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE; TRA DATABASE and any other tenancy database which may be available.
8. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection
9. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE; TENANT REFERENCE DATABASE and any other tenancy database which may be available.
10. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE, TENANT REFERENCE AUSTRALIA or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I acknowledge I will be required to pay the amounts as specified on the front page of the application, before commencement of the tenancy
13. I acknowledge that I have read and understood the application procedure on the front of the application form.

Applicants Name

Applicants Signature

Date



TICA Privacy Disclosure Form

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 maybe 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. Full details about TICA's Privacy Policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies.

TICA Primary Purpose

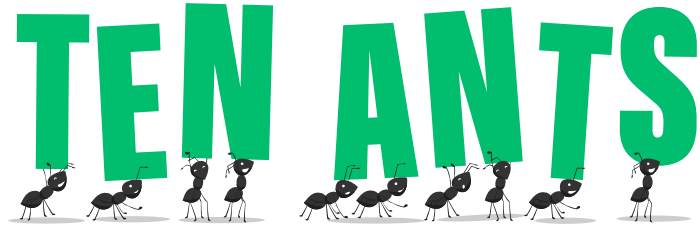
The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

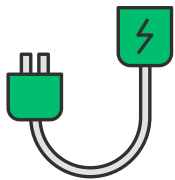


Moving? Connecting your utilities just got ten times easier.

With Ten Ants, all the essential services can be organised for the move to your new place.

Just select the services you want connected and we'll sort the rest – and best of all, it's free!

When you're ready to move, so are we.



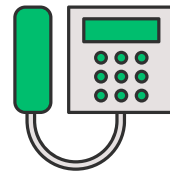
Electricity



Gas



Internet



Phone

By signing this form, you consent to Ten Ants contacting you to arrange your utility connections. You agree that we may share your personal information with the utility service providers, your real estate agent, and other third-party suppliers. These parties may use this information to contact you directly about their services.

Where you have included an alternate contact person, you confirm that you have their permission to do so and you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms.

Your personal information (and any alternate contact's) will be handled and collected in accordance with Ten Ants' privacy policy and collection statements (see www.originenergy.com.au/privacy). Please contact us to request a paper copy.

From time to time Ten Ants will let you know about other products and offers. If at any time you decide you don't want to receive these offers from Ten Ants, please let us know. You can do so by emailing tenants@tenantsconnect.com.au. We'll keep providing you with these offers until you tell us otherwise.

This is a free service provided by Ten Ants to you. However, utility connection fees and other fees as charged by service providers, may apply. Ten Ants may receive a commission from service providers, and may pay a fee to real estate agents, in relation to the services provided to you. Ten Ants is not liable for any loss or damage to you or any other person in connection with the services provided by a utility service provider (including any delay in the connection of services).

Please see the Ten Ants website (tenantsconnect.com.au) to view the full terms and conditions.

Yes, I agree to the above.

Name:

Signature:

Date: