

## **TENANCY APPLICATION – TENANT CHECKLIST**

### **APPLICATIONS FOR PROCESSING MUST BE RETURNED OR EMAILED TO:**

Property Shop - 66-68 Reed Road, Trinity Park, 4879

Telephone: 07 4040 2030

Fax: 07 4040 2032

Email: [help@property-shop.com.au](mailto:help@property-shop.com.au)

### **Please read prior to completing your application**

Our agency welcomes your application and any queries you may have. The following information and checklist will assist you to complete your application so that it can be processed as quickly as possible.

- **Each applicant over the age of 18 is required to complete a separate application.**
- The application must include a **PROOF OF INCOME** e.g. 2 recent Pay Slip's, Bank Statement, Centrelink Statement.
- The application must also be accompanied by at least **100 points** of identification.

**Please note that this must include one form of photo I.D e.g. a Driver's License, Passport or 18+ Card.**

• Driver's License	40 points
• Passport	40 points
• 18+ card	40 points
• Current photo ID	40 points
• Birth certificate	20 points
• Current wage advice or last 2 pay slips	20 points
• Current rent ledger	20 points
• Last two rent receipts	20 points
• Medicare Card	20 points
• Bank Card	20 points
• Motor vehicle registration certificate	20 points
• Bank statement	10 points
• Telephone account	10 points
• Utility account	10 points

**Applications will not be processed until all sections are completed in full, signed where necessary and all supporting documents attached. If the application is successful a deposit equivalent to two week's rent or more will need to be taken immediately. If you do decide to retract your application once it has been approved and deposit paid, we reserve the right to retain the deposit.**

### **APPLICATION CHECKLIST**

- ☐ 100 points of ID photocopied with application
- ☐ Proof of income photocopied with application
- ☐ Property inspected both internally and externally
- ☐ Application form completed in full
- ☐ Application Form and Privacy Disclosure Statement both signed
- ☐ Ezidebit Form has been completed correctly and signed.

### **OFFICE USE ONLY**

- ID sighted and photocopied, 100 points or more taken Y / N
- Check to confirm property has been inspected Y / N
- Form completed in full, telephone numbers and emails collected and Privacy Disclosure Statement signed, as well as Tenant Property Check. Y / N

## **TENANT PROPERTY INSPECTION**

During my inspection of \_\_\_\_\_ (property address)

on the \_\_\_\_/\_\_\_\_/\_\_\_\_ (date)

I found the property to be in satisfactory condition **Yes / No**

If No, I request for the following items to be attended to prior to the commencement of the lease. I appreciate that these items are not guaranteed to be addressed and are subject to the lessor's approval.

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If the property has not been viewed, **please find disclosure attached.**

Please tick this box if you confirm you are applying for the property, sight unseen

☐

I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval and understand that there is no legal obligation for a reason to be given, should the application not be accepted.

I declare that the information being provided is true and correct and consent to this application being verified and a reference check with the Tenancy Information Centre of Australia be undertaken. If you are found to be listed on a database our agency will inform you and provide information on the database that has you listed, how you are able to obtain a copy of the listing and how to have it removed or amended if you don't agree.

I, the applicant, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for their consideration.

I, the applicant declare that I am not a bankrupt or an undischarged bankrupt or have ever been known by another name and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for a tenancy of

\_\_\_\_\_ months/years, at a rental amount of \$\_\_\_\_\_ per week, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

I, the applicant confirm that should I be approved for this property that the total of 6 weeks rent must be paid and the lease agreement signed by all parties before possession is given to me.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PRIVACY DISCLOSURE STATEMENT**

I acknowledge that this is an application to lease this property and that my application is subject to satisfactory checks being undertaken, the owner's approval of my application and availability of the premises on the due date.

I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rent in advance and a rental bond equivalent to 4 weeks rent, and that this application is subject to approval from the landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner of my current or previous residence, my personal referees, and any record, listing or database of defaults by tenants. If I default under a rental agreement, the agent may disclose details of any such default to any person whom the Agent considers has an interest receiving such information.

I acknowledge that my contact information contained in this application may be used for Property Shop database marketing.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## TENANCY APPLICATION

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Please list any Other Proposed Occupants, D.O.B and relationship to applicant:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_  
 5 \_\_\_\_\_ 5 \_\_\_\_\_

Are you applying with a pet/pets **YES/NO** – if YES, please complete Pet Application (Page 5) If NO, do you intend on getting a pet during your tenancy **YES/NO**

### Current Residence

Street Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Owner/Agent Name: \_\_\_\_\_ Owner/Agent Number \_\_\_\_\_ Owner/Agent Email \_\_\_\_\_  
 Rent Amount Paid: \_\_\_\_\_ Is / Was rent paid in full? **Y / N** Was notice given by you or by agent/owner \_\_\_\_\_  
 Date of Residency: \_\_\_\_\_ until \_\_\_\_\_ Were you ever in arrears **Y/N** Was your bond refunded in full **Y/N**  
 Reason for leaving: \_\_\_\_\_

### Previous Residence

Street Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Owner/Agent Name: \_\_\_\_\_ Owner or Agent Number: \_\_\_\_\_ Owner/Agent Email \_\_\_\_\_  
 Rent Amount Paid: \_\_\_\_\_ Is / Was rent paid in full? **Y / N** Was notice given by you or agent/owner \_\_\_\_\_  
 Date of Residency: \_\_\_\_\_ until \_\_\_\_\_ Were you ever in arrears **Y/N** Was your bond refunded in full **Y/N**  
 Reason for leaving: \_\_\_\_\_

### Current Employment

Employed By: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Managers Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Monthly Gross Pay: \_\_\_\_\_

### Previous Employment

Employed By: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Managers Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Monthly Gross Pay: \_\_\_\_\_

### Personal Reference 1

Name: \_\_\_\_\_ Relationship to this person \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Next of Kin

Name: \_\_\_\_\_ Relationship to this person \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

By signing this application you grant us permission to communicate with all the contacts if we can't locate you. If you abandon the tenancy for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

### Vehicle 1

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

### Vehicle 2

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

### Boat or Trailer

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Please answer **ALL** of the questions below:

Are you a smoker? <b>YES/NO</b>	Have you been convicted of a criminal offence? <b>YES/NO</b>
Have you attended court regarding a rental matter? <b>YES/NO</b>	Do you intend on paying rent via CentrePay? <b>YES/NO</b>
Have you ever been served a late rent notice? <b>YES/NO</b>	Have you ever been served an eviction notice? <b>YES/NO</b>
Do you intend on running a business from the property? <b>YES/NO</b>	
Do you need assistance from Moving Hub do set up all utilities, internet etc if you are approved for the property? <b>YES/NO</b>	

PROPERTY VIEWING DISCLAIMER



I, \_\_\_\_\_ hereby confirm that I am willing to enter into a lease agreement with Property Shop – Cairns for the property

Address: \_\_\_\_\_

I enter into this agreement confirming that I have not opted to view the property internally to ascertain its confirmation that its suits my requirements.

With that in mind, I understand that I am unable to make requests to make changes to the property or to report for certain maintenance items to be undertaken, unless of course they are of a serious and urgent nature.

I am satisfied that this property meets my requirements.

Name \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

# Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 184D)



Tenants must use this form to request approval from the property owner to keep a pet or animal in their rental property. Tenants should complete a separate form for each pet. Property owner's approval is not required to keep a working dog at the property.

For more information about your rights and responsibilities, please see the [Renting with pets fact sheet](#).

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

## 1 Address of the rental property

	Postcode	

## 2 Tenant/s seeking approval to keep a pet

1. Name			
Email		Phone	

  

2. Name			
Email		Phone	

  

3. Name			
Email		Phone	

## 3 Property owner/s receiving this request

1.	
2.	
3.	

## 4 Details of request

I am/We are seeking approval to keep the following pet at the rental property (as stated in item 1).

I/We understand that I am/we are responsible for any nuisance, noise and damages caused by keeping a pet, and any damages caused by the stated pet below are not considered fair wear and tear under the law and I am/we are responsible for rectifying any damages caused by the stated pet.

I/We understand that:

- I am/we are responsible for any nuisance, noise and damages caused by keeping a pet
- any damages caused by the stated pet below are not considered fair wear and tear under the law, and
- I am/we are responsible for rectifying any damages caused by the stated pet.

### 4.1 About the pet

Animal type – Breed/species

Pet name

☐ Microchip number

☐ Registration number

☐ Sex

☐ Fur colour and length

☐ Weight, height and length

# Request for approval to keep a pet in rental property (Form 21)

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(Section 184D)



## 4.2 Other information you would like to share about the suitability of the pet proposed to be kept in the rental property to assist the property owner to make an informed decision (optional)

- the pet's age, temperament, training
- whether the rental property is suitable for keeping this type of pet (i.e. size of property, outdoor areas, fencing requirements)
- whether the pet is permitted under the local council by-laws or any applicable body-corporate by-laws
- whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure
- photo of pet (if applicable)
- photo of enclosure for pet (if applicable)

## 5 Date this pet request is sent

Day	Date	Method of sending request (e.g. email, post, in person)
<div></div>	<div></div>	<div></div>

## 6 Date the property owner must respond by

 (must be within 14 days from date in item 5)

## 7 Signature/s of the person/people issuing this request

Print name/s	Signature/s	Date
1. <div></div>	<div></div>	<div></div>
2. <div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>

Property owners must respond to this request in writing within 14 days. If no response is received by the date stated in item 6, this request is assumed to be approved.

Property owners can only refuse the request for a pet based on prescribed grounds as outlined under the legislation and can outline additional reasonable conditions for the approval. A letter template to help property owners structure their response to pet requests is available on the RTA website.

## **APPLICATION TO KEEP A PET**

### **Conditions of Application to Keep a Pet**

- a) The approval is given for the animal specified in this application only. A new application would be required for any additional and or replacement animal.
- b) If approval for the tenancy is provided, the applicant(s) understand that the pet(s) that have been approved with the application, are to be kept outside at all times, this includes their bedding, toys and food bowls
- c) The occupier must ensure that the animal is kept within the property and not allowed to roam, dig, soil or otherwise damage property/common property or another property except that the animal may be transported across common property to provide access to and from the property.
- d) The animal must be kept in compliance with all statutory and or governmental regulations in respect with the care, keeping all control of such animal.
- e) The animal must be vaccinated if/as recommended by practicing Veterinary Surgeon and evidence of compliance must be supplied to Property Management within seven days of respect.
- f) The occupier of the property in which the animal is being kept shall indemnify and keep indemnified the over or occupant of any other property against ant injury, damage, loss or expense, legal or otherwise, incurred or suffered as result of animal being on property.
- g) If the animal;
  - Causes damage to roams, or soils the common property or any other property and or;
  - Causes injury or death to any other animals (including wildlife) on the common property or any other property and/or;
  - Causes noise of nuisance to any other property owner or person lawfully using the property and or common property.

**Property Management reserves the right to withdraw the approval and require that the animal be removed from the property, what constitutes damage, noise or nuisance shall be decided by the Property Management in its sole discretion acting reasonably.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_





ACN 601 396 543 | Authorised Representative under AFSL 315388

## DIRECT DEBIT REQUEST

PH: 07 4040 2030 Fax: 07 4040 2032  
ABN/ACN: 68 965 301 587

## NEW CUSTOMER FORM

**YOUR DETAILS** | Please complete this form using a BLACK PEN. \* Indicates a MANDATORY FIELD

Business:	The Trustee for B & J Trust	ABN/ACN: 68 965 301 587	100-712-119
Customer Reference:			
* Surname:		* Given Name:	
* Mobile #:		<input type="checkbox"/> I authorise Ezidebit to remind me of upcoming debits via SMS	
* Email:			
* Address:			
* Suburb:		* State:	
		* Postcode:	

### DEBIT ARRANGEMENT

Including details and associated fees/charges detailed below and/or the total amount for the specified period for this and as per any other subsequent agreements or amendments between me/us and the Business and/or Ezidebit

<input type="checkbox"/> Once Only Debit	On Date:		/		/			Debit this amount: \$									
		D	D	M	M	Y	Y										
<input type="checkbox"/> Regular Debits	Starting on Date:		/		/			Debit this amount: \$									
		D	D	M	M	Y	Y										
Frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> 4 Weekly													
Duration:	<input type="checkbox"/> Continue regular debits until further notice (Minimum of debits)																

Administration Fee(once only) up to: N/A

Bank Account Transaction Fee: \$1.50

Credit Card Transaction Fee: VISA/Mastercard: 1.50% (Min \$1.50)  
AMEX/Diners: 4.40% (Min \$1.50)

Optional SMS Payment Reminder: N/A

Failed Payment Fee: \$14.80

### CHOOSE YOUR PAYMENT METHOD

<input type="checkbox"/> Debit from Credit Card																	
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners														
Card Number:																	
Expiry Date:			/														
Name of Cardholder:																	
By signing this form, I/we authorise Global Payments Australia 1 Pty Ltd, acting as Direct Debit Agent on instruction from the Business, to debit payments from my Credit Card.																	
<input type="checkbox"/> Debit from Bank, Building Society or Credit Union Account																	
Financial Institution:																	
Branch:																	
BSB Number:				-													
Account Number:																	
Account Holder Name:																	

I/We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID No 342190, 342191, 428198) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with this Direct Debit Request.

The Authorisation in this Request remains in force in accordance with the terms and conditions of the DDR Service Agreement (Ver 1.11). I/We have read, understand and agree to the same. I/We declare that the information in this Request is true and correct. I/We acknowledge that my/our personal information will be collected, used, held and disclosed in accordance with the Ezidebit Privacy Policy found at <http://www.ezidebit.com/au/privacy-policy/>

Signature(s) of Account Holder:

Date:

DDR Service Agreement (Ver 1.11)



Global Payments Australia 1 Pty Ltd ACN 601 396 543 | Authorised Representative under AFSL 315388

## DDR SERVICE AGREEMENT (Ver 1.11)

### DDR Service Agreement (Ver 1.11)

I/We hereby authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (Direct Debit User ID number 342190, 342191, 428198) (referred to as "Ezidebit") to make periodic debits on behalf of the Business (referred to as "the Business") as indicated on the attached Direct Debit Request which incorporates this DDR Service Agreement.

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services) to me/us for the Business pursuant to the Direct Debit Request and has no express or implied liability in relation to the goods and services provided or to be provided by the Business or the terms and conditions of any agreement that I/We have with the Business.

I/We acknowledge that the debit amount will be debited from my/our nominated card or bank account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement including the Fees/Charges in the Direct Debit Request).

I/We acknowledge that the details of my/our nominated card or bank account should be verified (eg: against a recent card or bank statement) to ensure accuracy of the details provided and I/we will contact my/our financial institution if uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient available/cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the due date for the debit. Direct debits normally occur overnight, however transactions can take up to 3 banking business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the debit amount has been debited from the account. If there are insufficient funds available, I/we agree that Ezidebit will not be responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:

1. a payment request is received by Ezidebit after Ezidebit's usual cut off time, being 3:00pm Qld time, Monday to Friday;
2. a payment request is received by Ezidebit on a day that is not a banking business day in Sydney, NSW and Melbourne, VIC; or
3. there is a public or bank holiday on the day when the debit transaction is due to be processed or on any of the following days until the debit is processed.

Any payment that falls due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time upon receiving instructions from the Business of a variation provided for within my/our agreement with the Business or as may be agreed by me/us and the Business. I/We do not require Ezidebit to notify me/us of the variation to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request (including this DDR Service Agreement) including varying the Debit Arrangement.

I/We will contact the Business if I/we wish to alter or defer the Debit Arrangement. I/We acknowledge that any request by me/us to stop or cancel the Debit Arrangement will be directed to the Business.

I/We acknowledge that any dispute regarding a debit will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we will contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee (as referred to in the Debit Arrangement) may be payable by me/us to Ezidebit. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and agree to pay those fees and charges to Ezidebit.

"Ezidebit" may appear as the merchant for a payment from my/our credit card (including a debit or charge card). I/We acknowledge and agree that Ezidebit will not be liable for any disputed transactions resulting from the supply or non supply of goods and/or services and that all disputes will be directed to the Business (as Ezidebit is acting only as a Direct Debit Agent for the Business). The Transaction Fee for a debit to a Credit Card calculated as a percentage may be subject to a minimum amount.

I/We appoint Ezidebit as my/our agent for the control, management and protection of my/our personal information (relating to the Business and this Direct Debit Request) which is disclosed to Ezidebit. I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Direct Debit Request or the Ezidebit Privacy Policy, Ezidebit will keep your personal information about your nominated account private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection or as otherwise required or permitted by law. The Ezidebit Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>.

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and this Direct Debit Request) to release and provide such information to Ezidebit.

I/We authorise:

1. Ezidebit to verify with my/our financial institution and/or correct, if necessary, details of my/our account; and
2. My/our financial institution to release information allowing Ezidebit to verify my/our account details.

PO Box 3327  
Newstead, QLD 4006  
Ph: (07) 3124 5500



## **TICA Statement & Privacy Act Acknowledgement Form**

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

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

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.  
All pricing includes GST.

### **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 organisation 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

## 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 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 cannot process your application.

Agency Name: Property Sop Cairns Beaches  
(Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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 Data Solutions 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.

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 for the purpose of skip tracing. 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.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

**Signed by the Applicant(s)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_