

RESIDENTIAL TENANCY APPLICATION

TENANT APPLICATION INFORMATION
PLEASE ENSURE THAT YOU HAVE READ THE FOLLOWING TERMS AND CONDITIONS AND INITIAL EACH PAGE
ALONG THE BOTTOM TO ACKNOWLEDGE HAVING READ THEM
This application is for 3 applicant's details.

OFFICE HOURS

The office is open Monday to Friday 9.00-5.00pm. Saturday: by appointment only.

VIEWING THE PROPERTY

The property needs to have been sighted by yourself or any of the applicants in order to enable an application form to be lodged. If you have NOT inspected the property, please phone the office on (07) 38526928 to make an inspection appointment time.

REQUIRED SUPPORTING DOCUMENTS – 100 POINT CHECKLIST

Before being considered for a tenancy agreement, all applicants must achieve a minimum of 100 check points AND verification of all income received.

If you have recently arrived from overseas and cannot supply all of the documentation as required below please see the property manager in reference to what you will need to bring to support your application.

Additional information that can be supplied may include personal references from previous landlords, personal character references letters, pet references etc.

Form of ID	Points	Achieved	Form of ID	Points	Achieved
Drivers Licence	40 Points		Quarterly or exit condition reports	20 Points	
Passport	40 Points		2 References from Previous Agents	20 Points	
Photo ID	30 Points		Current Car Registration Papers	10 Points	
Last 4 Rent Receipts	30 Points		Current Phone, Electricity or Gas Bill	10 Points	
Health Care Card	20 Points		Copy of Birth Certificate	10 Points	
Copy of Birth Certificate	10 Points		TOTAL POINTS		

Should you not be able to meet the 100 check points, but would still like to pursue a tenancy arrangement please contact the Property Manager to discuss further.

ALL INCOME DETAILS NEED TO BE VERIFIED. This can be by way of:

- Last four pay slips
- Copy of current bank statement showing payments that have been directly deposited in the last month
- Current payment schedule from Centrelink outlining family allowance, parenting payments, youth allowance payments etc
- Letter from accountant

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANT APPLICANTS AND APPROVED OCCUPANTS

This form provides information about how Nessica Pty Ltd ATF The Nessica Trust, T/A Newstead Terraces will handle your private information, as required by the Nations 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.

As a professional asset manager, I collect information about you . The information I collect can be accessed by you contacting our office on the above number 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.

Secondary Purpose

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

- Trades people to contact you for repairs and maintenance to 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
- Future rental references to other asset manager / 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 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 48 503) 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: 1900 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Enquiries PO BOX 10, CONCORD NSW 2137 for a fee of \$14.30

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, driver license number, proof of age card number and or passport number (except Australian) and address at time of making tenancy application, comments made by a TICA member in relation to your tenancy, which member 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 TICAS'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 your 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.

First Applicant's Signature:
Print Name:

Best Contact Number:
IN the Presence of a Witness:

First Applicant's Signature:
Print Name:

Best Contact Number:
IN the Presence of a Witness:

First Applicant's Signature:
Print Name:

Best Contact Number:
IN the Presence of a Witness:

PROCESSING AN APPLICATION

In most instances we are able to process your application within 24 hours (excluding weekends) and advise you by telephone or SMS message that your application has been successful or unsuccessful. If we are unable to contact all of your referees, or the owner of the property, this process may take a little longer.

Please ensure daytime contact numbers have been provided and your referees are briefed that we may be calling in order to ensure no hold up on your application.

IF YOUR APPLICATION IS ACCEPTED:

General information prior to taking up tenancy:

1. We will contact you to advise you that your Application has been successful. Verbal or other communication of acceptance means that your Application now becomes a binding Residential Tenancy Agreement on the terms as agreed.
2. Immediate payment is required of **2 weeks rent in advance and 4 weeks rent as bond**. The total amount to be deposited as indicated in the moving in Document which will be emailed to you on approval of your application.
3. We will arrange an appointment time for all Applicant's to come in and sign the Residential Tenancy Agreement and Bond Application Forms. **All applicants will need to sign this agreement at the same time** and this will need to be done 48 hours from acceptance. Should the agreement not be signed within the time specified the property may return to the rental market.
4. We will arrange a second appointment on the day you commence your lease to have a tenant induction (discussion of relevant information about renting and living at Newstead Terraces) and hand over the keys.

COLLECTION OF KEYS

Keys will not be given out unless all Applicant/s have signed the Tenancy Agreement and all monies have been paid. Keys will be available for pick up from 10.30 on the day the Tenancy Agreement commences.

PAYMENT OF RENT

It is our company policy that all rental payments are kept one full week in advance at all times.

Rent payment is by EFT only. Details of making payments and your payment ID are included in the moving in information sheet.

UTILITIES CONNECTION

It is the tenant's responsibility to arrange for connection and disconnection of all utilities. All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 131253 TELSTRA (Telephone) 132200 ORIGIN ENERGY (Natural Gas) 132 461

ORIGIN ENERGY (Bottled Gas) 1320462 OPTUS (Telephone) 133 937

Alternatively, you can utilize Direct Connect which offer a free service to connect all your utilities. Please discuss this with your property manager when making the application and they can arrange it for you.

CONTACT PHONE NUMBERS

It is the tenant's responsibility to notify our office of any changes in their contact details. We require your daytime phone number in the event that repairs need to be carried out or in the case of an emergency. Should your work number change, it is best practise to keep us informed of the changes.

**PLEASE NOTE THAT EACH PERSON OVER THE AGE OF 18 YEARS NEDS TO COMPLETE THE APPLICATON FORM.
IF THERE ARE MORE THAN 3 PEOPLE ENSURE A SECOND FORM IS COMPLETED.**

APPLICATION FOR RESIDENTIAL TENANCY
1ST APPLICANT

RENATL PROPERTY ADDRESS: _____ @ \$ _____ **PER WEEK**
YOUR DETAILS

LAST NAME	GIVEN NAME	
DATE OF BIRTH	HOME PHONE	
WORK PHONE	MOBILE PHONE	
EMAIL ADDRESS	FAX NUMBER	
DRIVERS LICENCE NUMBER	STATE	18+ CARD NUMBER
PASSPORT NUMBER	COUNTRY	PENSION NUMBER

Full name of all persons other than YOU wishing to occupy the premises

NAME	AGE

EMPLOYMENT INFORMATION

OCCUPATION	EMPLOYER:	
PERIOD OF EMPLOYMENT	EMPLOYERS PHONE	
WAGES/SALARY WEEKLY \$	MONTHLY \$	ANNUALLY \$
ADDITIONAL INCOME WEEKLY \$	MONTHLY \$	ANNUALLY \$
<i>Proof of income must be attached</i>		

CURRENT RENTAL DETAILS - If you have recently sold please provide copies of Rates Notices as proof of ownership.

PRESENT ADDRESS:			
NAME OF AGENT/OWNER:	PHONE:		
CONTACT AT AGENCY:			
EMAIL ADDRESS OF CURRENT AGENT:			
PERIOD OF OCCUPANCY; FROM	TO	RENT PAID: \$	PER WEEK
Do you expect the bond to be refunded in full Yes/No			

PREVIOUS RENTAL DETAILS

PREVIOUS ADDRESS			
NAME OF AGENT/ OWNER	PHONE:		
PERIOD OF OCCUPANCY: FROM	TO:	RENT PAID: \$	PER WEEK
Was bond refunded in full Yes/No If no. Why?			

REFeree INFORMATION- No family or relatives please. Ensure a current contact number is provided.

Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known

Applicant's Signature

APPLICATION FOR RESIDENTIAL TENANCY
2nd APPLICANT

RENATL PROPERTY ADDRESS: _____ **@\$** _____ **PER WEEK**
YOUR DETAILS

LAST NAME	GIVEN NAME	
DATE OF BIRTH	HOME PHONE	
WORK PHONE	MOBILE PHONE	
EMAIL ADDRESS	FAX NUMBER	
DRIVERS LICENCE NUMBER	STATE	18+ CARD NUMBER
PASSPORT NUMBER	COUNTRY	PENSION NUMBER

Full name of all persons other than YOU wishing to occupy the premises

NAME	AGE

EMPLOYMENT INFORMATION

OCCUPATION	EMPLOYER:	
PERIOD OF EMPLOYMENT	EMPLOYERS PHONE	
WAGES/SALARY WEEKLY \$	MONTHLY \$	ANNUALLY \$
ADDITIONAL INCOME WEEKLY \$	MONTHLY \$	ANNUALLY \$
<i>Proof of income must be attached</i>		

CURRENT RENTAL DETAILS - If you have recently sold please provide copies of Rates Notices as proof of ownership.

PRESENT ADDRESS:			
NAME OF AGENT/OWNER:	PHONE:		
CONTACT AT AGENCY:			
EMAIL ADDRESS OF CURRENT AGENT:			
PERIOD OF OCCUPANCY; FROM	TO	RENT PAID: \$	PER WEEK
Do you expect the bond to be refunded in full Yes/No			

PREVIOUS RENTAL DETAILS

PREVIOUS ADDRESS			
NAME OF AGENT/ OWNER	PHONE:		
PERIOD OF OCCUPANCY: FROM	TO:	RENT PAID: \$	PER WEEK
Was bond refunded in full Yes/No If no. Why?			

REFeree INFORMATION- No family or relatives please. Ensure a current contact number is provided.

Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known

Applicant's Signature

APPLICATION FOR RESIDENTIAL TENANCY
3rd APPLICANT

RENATL PROPERTY ADDRESS: _____ **@\$** _____ **PER WEEK**
YOUR DETAILS

LAST NAME	GIVEN NAME	
DATE OF BIRTH	HOME PHONE	
WORK PHONE	MOBILE PHONE	
EMAIL ADDRESS	FAX NUMBER	
DRIVERS LICENCE NUMBER	STATE	18+ CARD NUMBER
PASSPORT NUMBER	COUNTRY	PENSION NUMBER

Full name of all persons other than YOU wishing to occupy the premises

NAME	AGE

EMPLOYMENT INFORMATION

OCCUPATION	EMPLOYER:	
PERIOD OF EMPLOYMENT	EMPLOYERS PHONE	
WAGES/SALARY WEEKLY \$	MONTHLY \$	ANNUALLY \$
ADDITIONAL INCOME WEEKLY \$	MONTHLY \$	ANNUALLY \$
<i>Proof of income must be attached</i>		

CURRENT RENTAL DETAILS - If you have recently sold please provide copies of Rates Notices as proof of ownership.

PRESENT ADDRESS:			
NAME OF AGENT/OWNER:	PHONE:		
CONTACT AT AGENCY:			
EMAIL ADDRESS OF CURRENT AGENT:			
PERIOD OF OCCUPANCY; FROM	TO	RENT PAID: \$	PER WEEK
Do you expect the bond to be refunded in full Yes/No			

PREVIOUS RENTAL DETAILS

PREVIOUS ADDRESS			
NAME OF AGENT/ OWNER	PHONE:		
PERIOD OF OCCUPANCY: FROM	TO:	RENT PAID: \$	PER WEEK
Was bond refunded in full Yes/No If no. Why?			

REFeree INFORMATION- No family or relatives please. Ensure a current contact number is provided.

Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known
Name	Relationship
Phone	Length of time Known

Applicant's Signature

GENERAL INFORMATION FOR ALL APPLICANTS

PROPOSED TERMS OF TENANCY AGREEMENT

LENGTH OF TENANCY	12 MONTHS	6 MONTHS	OTHER
GROSS WEEKLY RENT	\$	PER WEEK	
BOND \$		DATE LEASE TO COMMENCE:	/ /

CONTACT NAMES IN CASE OF EMERGENCY; 2 ARE REQUIRED

NAME	MOBILE	ADDRESS
NAME	MOBILE	ADDRESS

PETS (if applicable)

BREED/TYPE:	COUNCIL REGISTRATION NUMBER	COUNCIL
BREED/TYPE:	COUNCIL REGISTRATION NUMBER	COUNCIL

VEHICLES TO BE KEPT ON PREMISES

CAR REGO NUMBER:	Make:	Model:	Year:
CAR REGO NUMBER:	Make:	Model:	Year:
CAR REGO NUMBER:	Make:	Model:	Year:

ADDITIONAL COMMENTS OR THINGS WE SHOULD KNOW

TERMS & CONDITIONS- AUTHORITY AND PRIVACY DISCLAIMER

I, the applicant acknowledge that I have read the Privacy Statement of Nessica Pty Ltd. I authorize Nessica Pty Ltd to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Databases which may contain personal information about me. I also authorize Nessica Pty Ltd to disclose details about any defaults by me under the tenancy to which this application relates to and any Tenancy Default Databases to which it subscribes including Tenancy Information Centre of Australia (TICA)
4. My Employer

I authorize Nessica Pty Ltd to disclose personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties, valuer, contractors, salespeople, insurance companies, body corporate, other agents and tenancy default databases.

I authorize Nessica Pty Ltd to take and utilise in adverting photographs of the unit containing my personal belongings if required to advertise the premises for future rentals.

Applicant Name in full: _____

Applicant Signature: _____ Date: _____

Applicant Name in full: _____

Applicant Signature: _____ Date: _____

Applicant Name in full: _____

Applicant Signature: _____ Date: _____

ACKNOWLEDGEMENT

Please acknowledge the following by selecting either 'Yes' or 'No'

I, the applicant,

- 1. Acknowledge that my personal contents insurance is not covered under any lessor insurance or body corporate insurance policies and understand that it is my responsibility to insure my own personal belongings Yes No
- 2. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness Yes No
- 3. Acknowledge and accept that if this application is denied, the agent is not legally obligated to provide reasons as to why. Yes No
- 4. Acknowledge that I will review the General Tenancy Agreement (Form 18a) from the RTA website, and special terms applicable to this premises (from the Agent) before signing the Agreement Yes No
- 5. Acknowledge that I have received or have had made available the Information Statement (Form 17a), and Body Corporate Bylaws before completing the Agreement. Yes No
- 6. Acknowledge that the Lessor and applicant (Tenant) are bound by this agreement immediately upon communication of either the Lessors or Agents acceptance of the application. Yes No
- 7. Acknowledge that upon acceptance of this application by the Lessor or Agent I am obligated to pay the deposit and bond within 2 working days of acceptance and failure to do so may result in the offer being withdrawn and nullified. Yes No
- 8. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic transactions (Queensland) Act 2001 and the Electronic transactions Act 1999 (Cth) Yes No
- 9. Declare that I am not an undischarged bankrupt Yes No
- 10. Declare that the above information and that provided in this application is true and correct and that I have supplied it of my own free will. Yes No

Name of Applicant:			
Signature:		Date:	

RETURNING OF APPLICATION

Once you have completed this form please return it along with the necessary documentation achieving your 100 check points and verification of income to Nessica Pty Ltd either in person or via fax on (07) 3852 6927 or email in PDF format to newsteadterraces20@bigpond.com The Managers of Newstead Terraces can be contacted by phone on (07) 3852 6928 if you have any questions.

If you choose to fax or email this application, any tenancy agreement will be subject to verification of originals of your Check Point Documents and Income Documentation.

DEPOSITS

Once your application has been accepted, you will be notified that you are the successful applicant and the lease, bond lodgement, move in document, body corporate by laws, carpark map and renting in Queensland information will be emailed to you.

Please read through the information and if you are happy with the details, then send 6 weeks rent as explained in further detail in the move in document to:

Nessica Trust Account

BSB: 014 245

A/C: 2690 76905

Bank: ANZ Branch Newstead

MAKE SURE YOU REFERENCE YOUR DEPOSIT WITH THE UNIT NUMBER AND YOUR SURNAME!!!!

We look forward to welcoming you to our Newstead Terraces Community.