

Application for Tenancy

Checklist of Essential Requirements

- Complete Parts A to D and Sign Page 2 & Page 3
- Attach copy of Photo Identification
Eg: Drivers License, Proof of Age Card, Passport
- Attach copy of Income Statements
*Eg: Pay Slip, Bank Statement, Support Benefit, Bus Registration/ABN, Most Recent BAS Statement, Income Tax Assessment. **Please note that if you are providing a Centrelink Statement a Bank Statement must also be provided.***

Checklist of Additional Information

- Written Rental References
- Written Personal References
- Copy of Previous/Current Lease Agreements
- Copy of Previous/Current Rent Ledger or Receipts
- Copy of Previous/Current Electricity & Phone Bills



Huxley & Partners
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Application Processing - We endeavour to process applications within two working days. This is conditional upon all relevant information being supplied by the applicant & the availability of referees & the Landlord's.

Reservation Deposit - Acceptance of a reservation deposit (1 weeks rent) is subject to and conditional upon the approval of an application and the property being vacant & available. A reservation deposit MUST be received within 24 hours from approval of the application. The Landlord reserves the right to continue offering the property for lease until the application is approved and a reservation deposit is paid. If the Application is declined by the Landlord or the Landlord decides not to enter into the Residential Tenancy Agreement then the whole deposit paid will be refunded to the applicant(s). If the applicant(s) decides not to enter into the Residential Tenancy Agreement the Landlord may retain a portion or whole of the deposit paid equalling the daily rate of rent as per the application for each day from the reservation deposit date to the date of cancellation.

Property Availability - If the application is approved and/or a deposit is paid it is subject to and conditional upon the property being available for lease at the required or proposed time. Should the property not be available due to delay, change of existing tenancy or other circumstances, then that property may be withdrawn from offer to lease or appointment rescheduled for commencement and we take no liability for change to or cancellation of the application.

Privacy Statement

Huxley & Partners Real Estate 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.

Personal information is collected from tenants or prospective tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection and condition reports, may be disclosed to other parties including to the landlord, employment and personal referees, trades people, owners' corporations, government and statutory authorities, financial institutions, other agents and landlords, as well as operators of tenancy reference databases and third parties as required by law.

We will only disclose the above-mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988.

If you would like to access your information stored on our tenancy file or system within our agency, you can do so by contacting us by one of the methods listed on the top of this page. You can also request we correct your information if it is inaccurate, incomplete or out-of-date. Note that to access your information stored on a third party 'tenancy reference database' you must contact the relevant company as listed on page 2.

If you do not understand any part of this document then do not hesitate to contact us and we will answer any of your questions.

Tenancy Application Collection & Disclosure Notice

The personal information the prospective tenant provides in this application or collected from third parties including employers, personal referees, other agents and landlords, as well as operators of tenancy reference databases is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

If you do not provide us with your personal information as specified on the Tenancy Application form and consent to the disclosure of this information or that collected from third parties then we cannot properly process and evaluate the application therefore we will be unable to provide you with the lease/tenancy of the property.

Tenancy Reference Database Collection Disclosure Notice

Huxley & Partners Real Estate is a member of two (2) national tenancy reference databases – National Tenancy Database Pty Ltd (NTD) and TICA Default Tenancy Control Pty Ltd (TICA).

Personal information collected from the applicant(s) in the application or during the course of the tenancy if successful may be disclosed to these databases for the purpose of referencing previous or current tenancy history records. Information already held on these databases may also be disclosed to the agent and/or landlord for the purpose of processing and evaluating the application.

These databases collect personal information on tenants that breach their lease agreement including late rent payments, rent outstanding at the end of a tenancy, damages to property and other breaches. We may also during the course of or after the tenancy has ended, if the application is successful, disclose your personal information collected on the application form, from third parties and/or during the tenancy to these tenancy databases in the form of records for other Agents, Landlords and/or Credit Providers to reference.

If you do not provide us with your consent to disclose or reference your personal information to these tenancy databases then we cannot properly process and evaluate the application therefore we will be unable to provide you with the lease/tenancy of the property.

If you would like to access the information collected by these tenancy databases you can do so contacting the relevant organisation below. You can also correct this information if it is inaccurate, incomplete or out-of-date.

National Tenancy Database Pty Ltd - 1/191 Johnston Street, Fitzroy VIC 3065
Ph: 03 9416 2366, Fax: 03 9416 1640, Email: kim@ntd.net.au, Website: www.ntd.net.au

TICA Default Tenancy Control Pty Ltd - PO Box 120, Concord NSW 2137
Email: enquiries@tica.com.au , Website: www.tica.com.au

Part A ↓ Applicant(s) Personal Information Consent & Application Declaration

I/We have physically inspected the premises and received a copy of this Application for Tenancy;
I/We hereby declare the information given in this application to be true and correct;
I am/We are able to financially meet the requirement of the Residential tenancy Agreement;
I am/We are not bankrupt and I am/We are not Insolvent;

I/We understand and agree to all of the information contained in this Application for Tenancy and in particular understand, agree and consent to each section titled:

- Essential Requirements, Application Processing, Reservation Deposit & Property Availability;
- Privacy Statement & Tenancy Application Collection & Disclosure Notice;
- Tenancy Reference Database Collection & Disclosure Notice.

Date

Applicant 1 Full Name: Signature:

Applicant 2 Full Name: Signature:

