

Tenancy Application Form



Huxley & Partners
real estate

Application Processing - The privacy statement along with the application form must be completed and all relevant information provided including applicable attachments before this application can be processed. Processing is also conditional upon the availability of referees & the Landlord(s).

Holding Deposit - A holding deposit (1 weeks rent) is required on the approval of the application. A holding deposit must be received within 24 hours of approval. Until the holding deposit is paid the property may be offered to other parties also. Upon approval and subsequent payment of the holding deposit the property will be held exclusively for a period of 7 days only for the applicant(s) as per the application. If you withdraw from leasing the property at any stage after payment of the holding deposit then the entire deposit is forfeited and kept by the landlord. If the property does not become available to lease for various reasons and/or the Landlord must withdraw then the deposit will be refunded in full.

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not be available due to delay, change of existing tenancy or any other circumstances, then that property may be withdrawn from offer to lease or appointment rescheduled for commencement.

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 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. We will only disclose your 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, Tenancy Act and Business Regulations. If you would like to access your personal information stored on our tenancy file or systems within our agency, you can do so by contacting us by one of the methods listed above. 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 below.

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 your application.

Tenancy Reference Database Collection & Disclosure Notice - Huxley & Partners Real Estate is a member of the national tenancy reference database –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 rent outstanding at the end of a tenancy, damages to property and other breaches. If you do not provide us with your consent to disclose or reference your personal information to these tenancy database 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.

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

I understand all the information above and hereby consent to the collection and disclosure of my personal information:

Full Name: _____ Signature: _____

Date: ___ / ___ / _____

PROPERTY

THE PROPERTY, YOUR INSPECTION AND LEASE DETAILS

Address: _____ Rent PW: \$ _____ .00

Have You Inspected The Property: Yes No

- If YES, then do you consider it to be in a reasonable condition, ready and clean: Yes No

- If NO, then do you take full responsibility if the property does not match your needs: Yes No

Preferred Lease Fixed Term Length: 3 Months 6 Months 12 Months 24 Months

Preferred Lease Start Date: ___ / ___ / _____ Earliest Possible Lease Start Date: ___ / ___ / _____

Total number of occupants: Adults: _____ Children (under 18) _____ Ages: _____

*Note all occupants must complete an application form unless under parental care or formal guardianship of another person on the lease.

Pets (if any): _____ Breed: _____ Colour: _____

PERSONAL

PROVIDE A CLEAR COPY OF YOUR IDENTIFICATION (photo id required)

Birth Certificate Drivers License Proof of Age Card Passport

Given Names: _____

Surname: _____ Date Of Birth: ___ / ___ / _____

Current Address: _____ Since: ___ / ___ / _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email Address: _____ Fax Number: _____

FINANCIAL

PROVIDE COPIES PROVING YOUR INCOME (most recent records / statements)

3 Pay Slips Tax Assessment Centrelink Statement Bank Statement / Current Balance

Status: Employee (Cas / PT / FT Self Employed Benefit Student Other

Total Net Income PW (after tax): \$ _____ .00 Total Expenses PW (excluding rent): \$ _____ .00

Assets Owned / Addresses / Registraion Numbers (eg: House / Land / Car / Boat): _____

Debts / Support / Type / Repayments PW (eg: Car Loan, Mortgage, Child Support): _____

EMPLOYMENT (Pay Slips **SELF EMPLOYED** (ABN Tax Assessment / BAS / Bank Statements)

Job Title: _____ Start Date: ___ / ___ / _____

Company Name: _____

Address: _____

Name of Manager / Payroll Officer: _____

Work Phone: _____ Mobile: _____ Fax Number: _____

Email Address: _____

CENTRELINK BENEFITS (Centrelink Statements Bank Statements Bank Balance)

Centrelink Benifit Type: _____ Start Date: ___ / ___ / _____

Would you like to have your rent automatically deducted from your payments: Yes No

STUDENT (Course Offer/Acceptance Letter Bank Statements Bank Balance)

Course: _____ Start Date: ___ / ___ / _____ End Date ___ / ___ / _____

Parent(s) / Guardian Name(s): _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email Address: _____ Fax Number: _____

Address: _____

STATUS

RENT PW

LEASE LENGTH

LEASE START

DEPOSIT PAID

BALANCE

**PERSONAL
OFFICE USE ONLY**

ID

TICA

**FINANCIAL
OFFICE USE ONLY**

EMPLOYMENT

CENTRELINK

STUDENT
