

TENANCY APPLICATION FORM

MURPHY REAL ESTATE

139 Newcastle Road East Maitland
PH: 49-331933 FAX: 4933 5003

A copy of the applicant's Driver's Licence or Passport must accompany this Application. If there is more than one applicant, an additional Application Form is required for each applicant.

Rental Property	Address: _____ _____		
Tenancy Requirements	Commencement Date: ____ / ____ / ____	Length of Tenancy: _____ months	
Applicant's Full Name and Address	Name: _____ Address: _____		
Applicant's Contact Details	(Home)	(Work)	(Mobile)
	Email: _____		
Current Rental Details	Current Rent \$ _____ per week	How long have you lived there? _____ months	
MUST PROVIDE: (Rental ledger or last 4 rent receipts is required)	Agent/Landlord _____	Phone Number _____	
	Why are you leaving? _____		
Previous Address	Address: _____		
	Rent \$ _____ per week	How long did you live there? _____ months	
	Agent/Landlord _____	(B) _____	
	Why did you leave? _____		
Employment MUST PROVIDE: (Current Wage Advice is required)	Current Employer: _____		
	Your Position: _____	Contact Name: _____	
	Length of employment _____	(Business)	
	Net Monthly Income \$ _____	Fulltime or Part Time? (Circle one)	
Personal Details	Date of Birth: ____ / ____ / ____		
	Drivers Licence No. _____	Passport No. _____	
	Expiry Date: ____ / ____ / ____	Expiry Date: ____ / ____ / ____	
Occupancy Details	Total number of Occupants who will live in this property: _____ Number and ages of children (if any)	Pets? YES/NO Number and Type	
Emergency Contact Details	Name: _____		
	Address: _____		
	Relationship: _____	Daytime Phone No.: _____	
Personal/Business	Name	Occupation	Daytime Phone No.
References (Not relatives)			
How Did You Find Out About This Property?	<input type="checkbox"/> (Newspaper) <input type="checkbox"/> Internet <input type="checkbox"/> To Lease Board <input type="checkbox"/> Local Agent <input type="checkbox"/> Referral <input type="checkbox"/> Local Newspaper <input type="checkbox"/> Other		

*** IDENTIFICATION – “PLEASE PROVIDE PHOTOCOPIES OF IDENTIFICATION” – 100 POINTS MUST BE PROVIDED- must have one item listed with ***

*Drivers Licence (30), *Passport (30), * Other photo ID (30), Credit Card (15), Previous Tenancy Ledger (20), Previous 4 rent receipts (20), Current Wage Advice (15) Motor Vehicle Registration (15), Telephone Account (15), Electricity Account (15), Gas Account (15) Birth Certificate (10), Medicare Card (10), Bank Statement (10),

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition Yes / No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.
.....
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

Application

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 Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$..... per week/month/fortnight.

I undertake to pay a rental bond by a bank cheque (cannot be personal or business chq) or money order made payable to the Department of Fair Trading and to pay the first two week's rent and Lease Fee by a bank cheque or money order made payable to Murphy Real Estate upon signing the Residential Tenancy Agreement.

Statement Of Costs

Rental Bond (4 week's rent)	\$	
Rent in advance (2 week's rent)	\$	
Residential Tenancy Agreement preparation fee	\$	
Total	\$	

Applicant's Signature Date: ____ / ____ / ____

Agent's Signature Date: ____ / ____ / ____

**(NOTE: RESERVATION FEE IS ONLY TAKEN AFTER APPLICATION HAS BEEN APPROVED)
IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY (NSW ONLY)**

It is hereby acknowledged:

1. That the Applicant has paid a Reservation Fee of \$..... equivalent to seven days rent to reserve the premises in favour of the Applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the Applicant for a period of days.
3. That during this period, the premises will not be reserved for any other Applicant, nor will a Reservation Fee be received from any other Applicant.
4. That should the Landlord decline the application the Reservation Fee will be refunded to the Applicant in full.
5. That should the Landlord accept this application the Reservation Fee will be paid towards the rent for the premises.
6. That should the Applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the Applicant on a pro-rata basis.
7. That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.

Murphy Real Estate acting for the Landlord of the premises acknowledges receipt of the above Application and the accompanying Reservation Fee and agrees:

1. To reserve the premises for the period and in accordance with the conditions above stated.
2. To notify the Applicant within the reservation period whether or not the Applicant has been approved.
3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member Name: Murphy Real Estate

Address: 11-13 Church Street Maitland NSW 2320

Phone: 4933 1933 Fax : 4933 5003

Email: mail@murphyrealestate.com.au

As a professional asset manager we collect personal information about you. You can access the information we collect by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy 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 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 need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / 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 our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA 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. 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by an of the following ways:

Phone: 190 222 0346 calls are charged at \$4.50 per minute including GST (higher from mobile or pay phone).

Mail: TICA Public Inquiries PO Box 120 CONCORD NSW 2137 a fee of \$8.80 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date

Day

/

Month

/

Year

Witnessed