

# Application for Residential Tenancy

(One application to be completed per person)



## Part 1 Rental Property Details

Accredited Agency

### Item 1: Agent Details

Agency name:

Southern Downs Realty

Address:

112 Palmerin St, WARWICK QLD 4370

Phone:

07 4661 8403

Mobile:

Fax:

07 4661 5475

Email: admin@sdrealty.com.au

### Item 2: Property Details

Property address

Rent \$

a week

a fortnight

a month

Bond \$

Tenancy term

Insert "fixed term agreement" or "periodic agreement".

Starting on

/ /

Ending on

/ /

## Part 2 Applicant Details

### Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

### Item 4: Dependants

Do you have any dependants? ☐ Yes ☐ No

Dependant full name(s)

Relationship to Applicant

Dependant Date of Birth

### Item 5: Smoking

Are you or any of the dependants living with you a smoker? ☐ Yes ☐ No

### Item 6: Pets

Do you intend to keep pets at the property? ☐ Yes ☐ No

Number of pets

Type of pet/s

Are your pets registered with a council?

☐ Yes ☐ No

If Yes, please state which council:

**Item 7: Applicants Address History****Current residential address**

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

\$ ☐ a week☐ a fortnight☐ a month

Reason for leaving:

**Previous residential address**

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

\$ ☐ a week☐ a fortnight☐ a month

Reason for leaving:

**Item 8: Employment Details**Are you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)Employment status: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self employed

Occupation

Net income (per week)

\$ 

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

**Item 9: Centrelink Payments**

Are you receiving any regular Centrelink payments?

☐ Yes☐ No

Description of payment(s)

Total income (per week)

\$ 

Date payments commenced

**Item 10: Student Details**Are you studying full time? ☐ Yes ☐ No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date:

**Item 11:****Personal References**

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

**Referee 1**


Relationship

Address

Phone/Mobile

**Referee 2**


Relationship

Address

Phone/Mobile

**Item 12:****Personal Representative**

i.e. preferred person(s) to be contacted in the event of an emergency.

**Representative 1**


Relationship

Address

Phone

**Representative 2**


Relationship

Address

Phone

**Part 3****Supporting Documents****Item 13:****Identification**

You are required to meet a 100 point identification criterion upon submission of your application.

Ensure all documents are **photocopied and submitted** with the application form. Note: Front & back of drivers licenses must be included. Please tick the identifying documents you have provided with your application.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

**70 Points**☐ Passport☐ Full birth certificate☐ Citizenship certificate**40 Points**☐ Australian driver's licence☐ Student Photo ID☐ Department of Veterans Affairs card☐ Centrelink Card☐ Proof of age card☐ State/Federal Government Photo ID**25 Points**☐ Medicare card☐ Council rates notice☐ Motor vehicle registration☐ Telephone bill☐ Electricity bill☐ Gas bill☐ Tenancy History Ledger☐ Bank statement☐ Credit card statement☐ Last FOUR rent receipts☐ Rent bond receipt☐ Previous tenancy agreement**Item 14:****Proof of Income**

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

**Employed:** 1 month of recent consecutive payslips

**Self employed:** Bank Statements, Group Certificate, Tax Return or Accountant's letter.

**Not employed:** Centrelink Statement.

## Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor ☐ True ☐ False
2. have no known reasons that would affect my ability to pay rent ☐ True ☐ False
3. was refunded the rental bond for my last address in full (if applicable) ☐ True ☐ False  
If false, please advise what deductions were made from your bond?
4. have no outstanding debt to another agent/lessor? ☐ True ☐ False  
If false, why are you in debt to your past agent/lessor?

## Part 5 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 policy/s 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
  - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. ☐ Yes ☐ No
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. ☐ Yes ☐ No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. ☐ Yes ☐ No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. ☐ Yes ☐ No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. ☐ Yes ☐ No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. ☐ Yes ☐ No
7. acknowledge that I have been made aware of the agency's Privacy Policy. ☐ Yes ☐ No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. ☐ Yes ☐ No
9. 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 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; ☐ Yes ☐ No
10. declare that the above information is true & correct and that I have supplied it of my own free will. ☐ Yes ☐ No

Name of Applicant

Signature

Date

Southern Downs Realty  
**Privacy Notice and Consent**

**Privacy Notice and Consent**

**Consent**

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of Southern Downs Realty, and independent contractors of Southern Downs Realty including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Southern Downs Realty. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Southern Downs Realty, Southern Downs Realty may be unable to provide the products or services I have requested.

Signed:

Date:

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Parent/Guardian Signature  
(if under 18 years of age)

**Privacy**

Southern Downs Realty Pty Ltd (ACN163 312 865) trading as Southern Downs Realty is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Southern Downs Realty's condensed Privacy Notice. Southern Downs Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Southern Downs Realty of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed from Southern Downs Realty, 112 Palmerin Street Warwick QLD 4370 or our website [www.sdrealty.com.au](http://www.sdrealty.com.au).

**Information Collection, Use and Disclosure**

During the course of your involvement with Southern Downs Realty, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:



## Southern Downs Realty Privacy Notice and Consent

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Trades people engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous Lessor's or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Southern Downs Realty collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

### **Access to, and correction of personal information**

You have the right to request access to your information and to request that Southern Downs Realty update or correct your personal information. A charge may apply for providing access to your information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

### **Contacting Us**

You may contact us by mail, email or telephone as follows:

✉ PO BOX 371

☎ 07 4661 8403

✉ [admin@sdrealty.com.au](mailto:admin@sdrealty.com.au)



## **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: \_\_\_\_\_  
(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: \_\_\_\_\_