

# **MACKEY REAL ESTATE PTY LTD**

## **TENANCY APPLICATION**

**THIS OFFICE IS A MEMBER OF  
(TICA)  
TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD.**

- All applications for tenancy in this office are processed through TICA.
- Before any application will be considered, each applicant must achieve a minimum of 100 check points.

LAST 4 RENT RECEIPTS / TENANT HISTORY	50 POINTS
DRIVERS LICENCE	40 POINTS
PHOTO I.D.	30 POINTS
PASSPORT	30 POINTS
CURRENT PAY SLIPS X 2	20 POINTS
CURRENT MOTOR VEHICLE PAPERS	20 POINTS
MIN 2 REFERENCES PREVIOUS LANDLORD/AGENT	20 POINTS
COPY OF PREVIOUS PHONE/ELECTRICITY	10 POINTS
GAS ACCOUNT, BANK STATEMENT	
COPY OF BIRTH CERTIFICATE	10 POINTS

- At commencement of lease all monies must be paid by CASH, BANK CHEQUE OR POSTAL MONEY ORDER, bond equalling four weeks rent for unfurnished premises and six weeks for furnished premises (unless otherwise stated), two weeks rent in advance and \$15.00 (incl GST) Lease Fee.
- Our office reserves the right to allow for any changes or additions to the above. Should an applicant supply false or misleading information or fail to provide sufficient information, the application may not be processed.

## DISCLAIMER/AUTHORITY

PROPERTY APPLIED FOR: \_\_\_\_\_

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my our own freewill. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I declare the following:-

1. I inspected the above property on the \_\_\_\_\_ day of \_\_\_\_\_
2. I wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_ / \_\_\_ / \_\_\_
3. I agree that the rent is \$ \_\_\_\_\_ per week/fortnight/month and that the rental bond is \$ \_\_\_\_\_
4. I the applicant declare the I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenant with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies and the agent will supply data base/s phone numbers if requested by me.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH, BANK CHEQUE OR POSTAL MONEY ORDER and keys will not be supplied until all monies are paid.
9. I agree that I will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.
12. I agree and understand the following regarding any deposit money paid by me,
  - a) It will only be refunded in full when the landlord chooses not to accept the application or the tenant notifies the landlord/agent on the same day that they are withdrawing their application.
  - b) Deposit will take the form of my first weeks rent if my application is successful
  - c) One days rent will be lost for each day the property is held for the applicant.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Agents Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPLICANT/S PERSONAL DETAILS**

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_

CONTACT NUMBERS (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

NUMBER OF OCCUPANTS Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

DRIVERS LICENCE NO \_\_\_\_\_ D.O.B \_\_\_\_\_ PASSPORT NO \_\_\_\_\_

TYPE OF VEHICLE \_\_\_\_\_ REGO \_\_\_\_\_ OWNED or FINANCED \_\_\_\_\_

NEXT OF KIN:  
(Not residing with you) \_\_\_\_\_ PHONE: \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_ **EMPLOYER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ INCOME \$ \_\_\_\_\_

PERIOD OF EMPLOYMENT \_\_\_\_\_ CONTACT \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ PERIOD \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ CONTACT \_\_\_\_\_

**ADDITIONAL INCOME or BENEFITS RECEIVED**  
e.g. Centrelink (please provide current statement) \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**PETS OWNED** \_\_\_\_\_ **BREED** \_\_\_\_\_ **REGISTERED** YES / NO

**PRESENT ADDRESS** \_\_\_\_\_

PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

AGENT / LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

PERIOD OF OCCUPANCY \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_ BOND REFUNDED Yes / No

REASON FOR LEAVING \_\_\_\_\_

AGENT / LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_

If self employed evidence will be required such as Tax or Annual Returns, please advise of details-

**Company or Business Name** \_\_\_\_\_

Address \_\_\_\_\_ Lessor/Agent \_\_\_\_\_

ACN or business registration number \_\_\_\_\_ Date Formed \_\_\_\_\_

Accountant \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## **PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

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Applicants Name/s

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Signed by applicants

.....  
Signed by member/agent

.....  
Dated

**APPLICANT/S PERSONAL DETAILS – page 2**

**The following questions must be answered**

1. Has your tenancy ever been terminated by a landlord or Agent? Yes  No   
If yes give details \_\_\_\_\_
2. Have you ever been refused a property by a landlord or Agent? Yes  No   
If yes give details \_\_\_\_\_
3. Are you in debt to another landlord or Agent? Yes  No   
If yes give details \_\_\_\_\_
4. Have any deductions ever been made from your rental bond? Yes  No   
If yes give details \_\_\_\_\_
5. Is there any reason known to you that would effect your future rental payments? Yes  No   
If yes give details \_\_\_\_\_
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

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**OFFICE USE ONLY**

RENT IN ADVANCE (2 WKS)	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
LEASE PREP FEE	\$ <u>15.00</u>	100 POINT CHECKLIST PASSED	<input type="checkbox"/>
<b>TOTAL</b>	<b>\$ _____</b>	TICA CHECK COMPLETED BY PHONE or INTERNET	<input type="checkbox"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="checkbox"/>
<b>OWING</b>	<b>\$ _____</b>	ACCEPTED <input type="checkbox"/>	REJECTED <input type="checkbox"/>

GENERAL COMMENTS

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**VERIFICATION OF TENANTS DETAILS  
(Agent to complete, tenant to sign)**

Agent: \_\_\_\_\_

Tenants Name/s: \_\_\_\_\_

Tenanted Property: \_\_\_\_\_

1. Can you confirm that the above tenant/s were/are leaseholders/approved occupants at the above property YES / NO
2. When is their rent paid to? \_\_\_ / \_\_\_ / \_\_\_
3. Date tenancy agreement commenced? \_\_\_ / \_\_\_ / \_\_\_
4. Date tenancy agreement expired? \_\_\_ / \_\_\_ / \_\_\_
5. Did your office terminate the tenancy? YES / NO
6. Can you confirm the weekly rent paid? \$ \_\_\_\_\_
7. Was rent paid on time? YES / NO
8. During their tenancy was a termination notice issued? YES / NO  
Reason? \_\_\_\_\_
9. Was the property looked after during the tenancy? YES / NO  
Comments: \_\_\_\_\_
10. Did the tenant keep any pets at the property? YES / NO
11. Was their bond fully refunded? YES / NO  
If no, list deductions: \_\_\_\_\_
12. Would you rent to this/these tenant/s again? YES / NO

Additional Comments: \_\_\_\_\_

Your name: \_\_\_\_\_

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I/we hereby authorise the above named agent to complete this verification required by Mackey Real Estate to finalise my tenancy application.

\_\_\_\_\_  
Prospective Tenant/s Signature:

\_\_\_\_\_  
Date: