

TENANT'S PERSONAL INFORMATION FORM

TO BE COMPLETED BY EACH TENANT

for Tenancy Application *Residential Tenancies Act*

Personal Details

First name _____ Surname _____
Mobile _____ Phone work _____
Email _____ Email 2 _____
Date of Birth _____ Australian Yes No
Driver's Licence _____ State _____
Passport No _____ Country _____
Centrelink Ref ID _____ Payment Type _____
Vehicle Model/year _____ Reg No. _____
Pets _____ Type/Breed _____

Tenancy History

Present address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Owned Rented Boarded

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Previous address _____

How long did you live at your previous address? _____ Rent Paid \$ _____

Owned Rented Boarded

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Was Bond refunded in full? Yes No, if No – reasons why _____

Self Employed Yes No **Student** Yes No

Employment History

Employer 1 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

Previous Employer 2 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

References – two personal/business references (not related to you)

Name 1 _____ Relationship _____

Address _____ Phone No _____

Name 2 _____ Relationship _____

Address _____ Phone No _____

Emergency Contacts

Name 1 _____ Relationship _____
Address _____ Phone No _____

Name 2 _____ Relationship _____
Address _____ Phone No _____

My Financial Institution Details (for repayments in future and to verify payments in)

Bank _____ Account Name _____
BSB _____ Account No _____

Disclaimer / Authority

I hereby offer to rent the property from the owner on the attached Application and or any future Application I acknowledge that any application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

I AUTHORISE the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

TICA	Address: PO Box120, Concord NSW 2137 Telephone: 1902 220 346 Facsimile: (02) 9743 4844 Website: www.tica.com.au	TRA	Address: PO Box 372 Rose Bay NSW 2029 Telephone: 02 9363 9244 Facsimile: 02 9329 2861 Website: www.tradingreference.com
NTD	Address: GPO Box13294, George Street 120, Brisbane QLD 4003 Telephone: 1300 563 826 Facsimile: (07) 3009 0619 Website: www.ntd.net.au	Other:	

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

Signature Tenant

Date: _____

my Verification of Identity details are on the next page attached

Verification of Identity of

Name _____

100 Point Check – by Agent

Before any application will be considered, each applicant must achieve a minimum of 100 check points. Should you not be able to meet the 100 check points please speak to the Agent. This information needs to be photocopied prior to submitting the application.

Proof of Identity – you must provide one of the following:

Driver's Licence OR
Passport OR
Birth Certificate + Photo ID

50 points

Proof of Income – you must provide at least one of the following:

Last Pay Advice OR
Current Centrelink Statement OR
Current Bank Statement (must show sufficient funds to meet rental payments)

30 points

Supporting Documentation

you must provide at least **30 points** of the following documentation:

Current Rental Ledger (from last Managing Agent)
Last 2 Rent Receipts
Two Written References
Recent Rates Notice
Vehicle Registration papers
Current Electricity/Phone Account

40 points

20 points

20 points

30 points

10 points

10 points

Minimum of 30 points required

Note: If you are renting for the first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted.