

Tenancy application form

Thank you for choosing Graham Lynham Real Estate. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
2. If there is more than one applicant, a separate application for is required for each applicant.
3. When this form has been completed, please email to rentals@lynham.com.au

Rental Property

property address

Tenancy Requirements

length of tenancy (months)	rent \$	per week	commencement date
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Occupancy Details

no. of occupants who will live in property	no. and ages of children (if any)	Name of children
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No. of and type of pets

Application Details

name	Email
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address

home phone	work phone	mobile
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Personal Details

Date of birth	Drivers licence number	Drivers licence state of issue
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Passport number	Country of issue	Do you smoke?	No. vehicles (including caravans, boat and trailers)
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ARE YOU GETTING A BOND LOAN: YES / NO

How did you find out about the property:

- Internet (please specify) lynham.com.au realestate.com.au
 For lease board
 Other _____

Current rental details

Address		
Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent/landlord	Work phone	Email

Previous rental details

Previous rental address		
Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent/landlord	Work phone	Email

No rental history (home owner)

Address	
Selling agent or managing agent	Contact details

Current employment and/or Centrelink payments

Current employer (company)		Employer address
Contact name (manager, HR or payroll)	Contact's work phone	email
Length of employment	Your position	Net income \$ _____ per/week

Previous employment

Previous employer (company)		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income \$ _____ per/week	Full time of part time?

Emergency contact details (not residing at premises):

Name	Relationship	contact
Address		

Personal/business references: (not relative)

Name	Relationship	contact
Address		
Name	Relationship	contact
Address		

Confirmation

I confirm the following:

1. During my inspection of this property I found it 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 Landlords 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 on TICA being undertaken.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided b me is true and correct. I wish to apply for tenancy of the premises for a period of ____ months, at a rental of \$_____ per week.

I undertake to pay the monies detailed below the agents' preferred method of DEFT. (fees apply, see office for details)

Statement of costs:

Rental bond	\$	
Rent in advance (Two weeks' rent)	\$	
TOTAL	\$	

Applicants signature	date
Applicants signature	date

Declaration

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The tenant is then bound to the Terms of the Agreement and this Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed until a replacement tenant is secured.

Applicants signature	date
Applicants signature	date

Privacy Act Acknowledgement form for Tenant Applications & Approved Occupants

This form provides information about how we the below agent handle your personal information, as required by the National 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 can not process your application.

Member name Graham Lynham Real Estate	Phone 07 4723 3222
Address 37 Thuringowa Drive, Kirwan Qld 4817	
Email rentals@lynham.com.au	Fax 07 4723 3022

As a professional asset manager we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if consider 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 and TICA Assist 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 client.

We may also take into account 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

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance on 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 Default Tenancy Control Pty Ltd to record details of your tenancy details.
- Lessors / Owners insurer in the event of an insurance claim
- 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 the TICA Group may collect information about you, the following information above the TICA Group 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 it's members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on our database. To obtain your information from TICA Group proof of identity will be required and can be made by any of the following ways: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

Primary Purpose

The TICA Group collects information from it's 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 it's 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 form the TICA Group.

The personal information that the TICA Group may hold is as follows Name, date of birth, drivers licence number, proof of age card number and or passport number (except Australian) and address at the time making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rent through and which members you applied and which members are seeking you.

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 the TICA Group on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones). If you're personal information is not provided to the TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Name	Signature	date
Witness name	Signature	date

The personal information the Applicant provides in this application, or collected from other sources, is necessary for Graham Lynham Real Estate to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

If the information is not provided to Graham Lynham Real Estate will be unable to process the application and manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy, if the 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 database. Personal information already held on a tenancy database may be disclosed to this agency and/or the landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligation under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy databases and/or other agents.

Your personal information will not be sold to third parties, however Graham Lynham Real Estate will conduct direct marketing for it's services from time to time and you consent to receiving such information from Graham Lynham Real Estate.

In providing your personal information you consent to Graham Lynham Real Estate collecting, storing and using your personal information in the manner set out above, and you consent Graham Lynham Real Estate disclosing your personal information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

Graham Lynham complies with the Privacy Act 1988 as amended and has adopted a set of principles in its policy which is consistent with the Australian Privacy Principles as amended in March 2014. Any personal information received by Graham Lynham Real Estate will be treated in accordance with the APPs.

Graham Lynham takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised Graham Lynham Real Estate personnel only. If you require more information, or have any complaints regards how Graham Lynham Real Estate may have collected or used your personal information, you may contact???

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICATION:

Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.
Should you not be able to meet the 100 check points, Please phone your property management team

Primary Documents

70 points (Only one of the following may be claimed)

- Birth Certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

Secondary Documents

40 Points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued by a public employee
- An identification card issued to a student at a tertiary education institution

35 Points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

25 Points (Must have name and signature on)

- Marriage certificate (maiden name only)
- Credit card
- Foreign drivers licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

25 Points (Must have name and address on)

- Records of public utility – phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licenced real estate agent

Please also attach the following documents

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility Statements (no greater than 6 months Old)
- Council rates notice

Proof of income

- 3 previous payslips or
- Bank statement or
- If self-employed – tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend