

Rental Application Form

Important Instructions

**Please read these instructions prior to completing your application form.
If your form is not filled in correctly it may not be processed.**

1. One application must be completed for each person over the age of 18 wishing to reside in the property.
2. Applications that are not completed and signed will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful, you will be required to pay four weeks rent in advance via bank transfer within 48 hours of acceptance to secure the property. The bond must be paid before you move into the property, only money order or bank cheques can be accepted for payment of the bond, personal cheques or cash will not be accepted.
5. Keys will be handed over after the lease agreement has been signed by all applicants.
6. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.
7. By signing the application form, you agree for Tara Property to conduct a tenancy check and credit check on all applicants.
8. Once your application is complete, please email it through to the leasing manager or to admin@taraproperty.com.au.
9. All applicants will be notified of the outcome of their application.

Application Checklist

Please ensure that all items are attached as listed on this checklist prior to sending your application to us.

I have inspected the property.

An application form is completed for each person 18 years and over.

100 points (or more) of ID are attached to your application.

Category A - 70 Points

- Passport (current or expired within the last two years, not cancelled)
- Birth Certificate (not an extract)
- Australian Citizenship Certificate

Category A - 40 Points

- Driver's Licence (including foreign licences)

Category B - 40 Points

- Centrelink Card
- Public Service Employee ID Card
- Security Licence (OCBA)
- Tertiary Education ID Card
- Veteran Affairs Gold Card

Category B - 25 Points

- Bank Statements (not if using credit, bank, debit cards from the same account)
- Credit, Bank, Debit Cards (maximum two cards from different institutions)
- Council Rates Notice
- Electoral Enrolment Card
- Insurance Renewal Documents (excluding health insurance)
- Medicare Card
- Motor Vehicle Registration
- Proof of Age Card
- Seniors Card
- Utility Account (one only, less than six months old)



P 1800 275 369

Foxie is a FREE service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services. Foxie and your Agent may receive a benefit for arranging your services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at www.foxie.com.au or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxie.

Important Notice

If you have not completed and signed this application correctly and supplied ALL the required documentation, your application may be rejected.

If you are applying for an NRAS property, please refer to NRAS Income Documentation as per the 'Tenant Income Assessment Information' on page 4.

Once your application is complete, please email it through to admin@taraproperty.com.au

Property You Are Applying For

FULL ADDRESS

NO. ADULTS (18+) NO. CHILDREN (0-17) INSPECTED PROPERTY?

COMMENCEMENT DATE LENGTH OF LEASE RENT PER WEEK

APPLICANT ONE (MAIN CONTACT) APPLICANT TWO

APPLICANT THREE APPLICANT FOUR

Personal Details

GIVEN NAME/S SURNAME

PASSPORT NO. COUNTRY DATE OF BIRTH

DRIVER'S LICENCE NO. EXPIRY STATE

PHONE NUMBER AGES OF CHILDREN

CAR REGISTRATION NO. MAKE/MODEL

DETAILS OF PETS (IF ANY)

EMAIL ADDRESS

Emergency Contact

GIVEN NAME/S SURNAME

RELATIONSHIP TO YOU PHONE NUMBER

Employment History

Most recent employment details:

FROM TO

NAME OF COMPANY POSITION

NAME OF EMPLOYER FULL TIME/PART TIME/CASUAL

EMAIL ADDRESS OF EMPLOYER

PHONE NUMBER GROSS ANNUAL INCOME

Previous employment details

3/6

FROM TO

NAME OF EMPLOYER FULL TIME/PART TIME/CASUAL

PHONE NUMBER GROSS ANNUAL INCOME

Student Details

COURSE

LENGTH OF COURSE START DATE

Applicant History

Details of current address:

YEARS MONTHS

REASON FOR LEAVING

FULL ADDRESS

LANDLORD/AGENT NAME

LANDLORD/AGENT EMAIL ADDRESS

PHONE NUMBER WEEKLY RENT PAID

WAS YOUR BOND RETURNED IN FULL? IF NOT, WHY?

Details of previous address:

YEARS MONTHS

REASON FOR LEAVING

FULL ADDRESS

LANDLORD/AGENT NAME

PHONE NUMBER WEEKLY RENT PAID

WAS YOUR BOND RETURNED IN FULL? IF NOT, WHY?

An application must be completed for every person aged 18+ intending to reside in the property.

Tara Property Group

Tel: +61 3 9914 3300 | Web: www.taraproperty.com.au
52/574 Plummer Street, Port Melbourne VIC 3207

TARA

This section must be completed and signed by each person aged 18+ and any other household members receiving income from any source (one form per person).

In the 12 months immediately prior to the date of your application:

1. Were you employed at any time?

If YES, list the company name and dates you worked at each job below.

You must provide your 3 most recent consecutive payslips and your PAYG summary from last financial year or 12 months consecutive payslips for each job

Company: **Date Commenced:** **Date Ceased:**

2. Were you self-employed at any time?

If YES, you must provide a letter from your accountant stating NET business income earned and a personal Tax Return from the most recent financial year.

Business Name: **Date Commenced:** **Date Ceased:**

3. Did you receive any support payments from a parent/guardian?

If YES, you must provide a signed letter from your parent/guardian stating the total amount provided per week/month (e.g. general living expenses, education fee support).

4. Did you receive ANY payments from Centrelink?

If YES, you must provide your latest Centrelink Income Statement **and** Payment History showing all previous payments in the last 12 months.

Payment Type: **Date Granted:** **Date Ceased:**

5. Did you receive income from any other source?

If YES, please list details below and provide evidence of GROSS (before tax) payments (e.g. superannuation, child support/maintenance, scholarship, overseas pension, bank interest etc.).

I acknowledge upon signing this document that I have disclosed all income sources for the 12 months prior to the date of my application and that all information is true and correct.

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

Full Name: Date

Signature:

Please attach all required documents (as listed above) with your application.

This page must be signed prior to submitting your application

This form provides information about how your personal information is handled, 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. As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you by contacting us on the below details.

Member Name: Tara Property Group

Address: 52/574 Plummer Street, Port Melbourne VIC 3207. Telephone: (03) 9914 3300

Email: admin@taraproperty.com.au

Primary Purpose

Before a tenancy is 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 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 and Other Real Estate Agents to assess the risk to our clients.

The Agent 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: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors/Owner's insurer in the event of an insurance claim and 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 you may make. 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 will be made available to the Agent on a truthfully completed tenancy application form.

TICA Statement

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 Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records Tenant's personal information from its members including tenancy application enquiries 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 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 mail to: TICA Public Inquiries, P.O. Box 120, Concord NSW 2137. A fee of \$19.80 applies.

TICA 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 than assessing a tenancy application or risk management system or locating 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, drivers licence number, proof of age card number and/or passport number (except Australian), 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.

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner’s approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent, pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to approval from the Owner/Landlord. I declare that all information contained in this application (including all additional pages/attachments) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from the Owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest in receiving such information.

I authorise and acknowledge that should my application be successful, the Agent will provide Foxie Group Pty Ltd (ABN 33 162 318 238) with my details for the purposes of contacting me to arrange the connection of my utilities.

I authorise and acknowledge that Tara Property may use my details for marketing purpose unless I opt out by ticking the box below

Opt Out

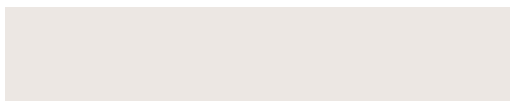
IF SIGNING THIS FORM ELECTRONICALLY

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

Full Name:

Date

Signature:



Witness

Signature:

