



Mattuzzo Estate Agents T/A Raine & Horne Fairfield 50 –
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TENANCY APPLICATION

**APPLICANTS ARE TO SUPPLY THEIR OWN
PHOTOCOPIES OF DOCUMENTATION REQUIRED.**

This office is a member of TRA and TICA.

**All applications will be reference checked
through their sites.**

**In order for us to process your application, please ensure
the following paperwork is submitted: -**

- 100 points of identification
- Previous tenancy ledger/ letter from previous agency
- Proof of income – recent pay slips / bank statement
- If you own your own home - water or council rates required

**Should an applicant fail to provide the above details
the application may not be processed**

You are advised that should your application be successful,
you will be required to sign lease agreement and also pay
4 weeks bond and 2 weeks rent in advance.

**NOTE: Failure to pay rent will result to listing your
information on TRA and TICA web sites and that would
effect your future rental opportunities.**



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 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 _____

Address _____

Ph _____

Fax _____

Email _____

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

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 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 clients.

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 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 Default Tenancy Control 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.

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.

F. APPLICANT HISTORY

9. How long have you lived at your current address?
 _____ Years _____ Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent _____

 Landlord/agent's phone no. _____ Weekly Rent Paid \$ _____

12. What was your previous residential address?

 Landlord/agent's phone no. _____ Weekly Rent Paid \$ _____

13. How long did you live at this address?
 _____ Years _____ Months

14. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent _____

 Landlord/agent's phone no. _____ Weekly Rent Paid \$ _____

Was bond refunded in full? _____ If not why not? _____

G. EMPLOYMENT HISTORY

15. Please provide your employment details
 What is your occupation?

What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL) _____

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

 Contact name _____ Phone no. _____

 Postcode _____

Length of employment
 _____ Years _____ Months Net Income \$ _____

16. Please provide your previous employment details
 Occupation?

Employer's name

 Contact name _____ Phone no. _____

 Length of employment _____ Years _____ Months Net Income \$ _____

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency
 Surname _____ Given name/s _____
 Relationship to you _____ Phone no. _____

18. Please provide 2 personal references (not related to you)
 1. Surname _____ Given name/s _____
 Relationship to you _____ Phone no. _____

2. Surname _____ Given name/s _____
 Relationship to you _____ Phone no. _____

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets
 Breed/type _____ Council registration / number _____
 1. _____
 2. _____

J. PAYMENT DETAILS

Property Rental \$ _____ per week

First payment of rent in advance \$ _____

Rental Bond (4 weeks rent): \$ _____

Sub Total \$ _____

Less: Holding deposit (see below) \$ _____

Amount payable on signing tenancy agreement
 (bank cheque or money order only) \$ _____

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.
 The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
 (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
 (v) The whole of the fee will be refunded to the prospective tenant if:
 (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlord's agent _____ Date _____

Signature of Applicant _____ Date _____