



1/80 Bold Street  
LAURIETON NSW 2443  
P: 6559 9137 F: 6559 7052  
E : joanne@mncproperty.com.au

6/1613 Ocean Drive  
LAKE CATHIE NSW 2445  
P: 6585 4600 F: 6584 4694  
E: jackie@mncproperty.com.au

### RESIDENTIAL TENANCY APPLICATION FORM

Application to be returned or email to the reception desk at our Laurieton Office

## Application Checklist

#### Application Checklist

All applicants over 18 years of age will need to submit an application form and sign section of the application.

**100 Points of Identification must be achieved prior to handing in your application or it will NOT be processed.**

**Please return completed Applications with all supporting documents ALREADY PHOTOCOPIED.**

Identification photocopies totalling 100 points

- You must supply at least one (1) PHOTO I.D.**
- Drivers Licence / Proof of Age Card 50 points — Compulsory
- Passport 50 points

**Additional forms of I.D.**

- Birth certificate 30 points
- Current vehicle registration 20 points
- Current phone, electricity or gas account showing current address 10 points
- Current bank statement 10 points
- Medicare / Bank Card or Debit Card 5 points

**Proof or rental history**

Current rental ledge/4 rent receipts 10 points

**Proof of Income** please provide one of the following

- 3 Current pay slips
- A letter from your employer stating income, position and length of employment
- If Self Employed—A letter from your Accountant advising income
- Bank Statement—with the Applicants name and address

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT

**Name of Applicant:** \_\_\_\_\_ **print name in CAPITAL letters**

Note: If there is more than ONE applicant, a separate application form is required

**NOTE:** Pages 5, 6, 7 & 8 MUST be signed by Applicant and NEXT Of KIN completed before the application

**Mid North Coast Property**

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[www.mncproperty.com.au](http://www.mncproperty.com.au)

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**Residential Application Form - Please note the following important points:**

If there is more than ONE applicant, a separate application form is required for EACH applicant  
Application will not be processed unless ALL questions are completed and 100 points of identification provided  
Our tenants rent is collected by direct deposit from a bank account, nominated by the tenant  
If approved, the applicant is required to pay a Holding Deposit equal to 1 weeks rent

**PROPERTY APPLIED FOR**

Property Address

**Tenancy requirements**

|   |                                 |                                |                                     |
|---|---------------------------------|--------------------------------|-------------------------------------|
| Length of tenancy requested: (please circle)<br>3 months / 6 months / 12 months | Rent:<br>\$            per week | Lease Start Date:<br>/    / 20 | Smoker? (please circle)<br>Yes / No |
|---|---------------------------------|--------------------------------|-------------------------------------|

**Occupancy details**

|  |                               |                         |  |
|--|-------------------------------|-------------------------|--|
| How many occupants will live in the property:<br>Adults _____ Children _____ | Ages of children:<br>(if any) | Number and type of pets | Will the pets be living:<br>(please circle)<br>Inside / Outside / Both |
|--|-------------------------------|-------------------------|--|

**APPLICANT'S DETAILS**

|  |  |                      |
|--|--|----------------------|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other | Email address: (please print clearly) <b>ESSENTIAL</b><br><b>as ALL communication will be by email</b> |                      |
| Full Name:   |  |                      |
| Preferred Name: (if different)   |  |                      |
| WILL YOU BE THE PRIMARY CONTACT?      Yes / No   |  |                      |
| Current Address:   |  |                      |
| Home phone number:   | Work phone number:   | Mobile phone number: |

**PERSONAL DETAILS**

|                              |                         |  |
|------------------------------|-------------------------|--|
| Date of Birth:               | Drivers Licence number: | State in which drivers licence issued: |
| Vehicle registration number: | Passport number:        | Country of issue:                      |

**Have you made an application for accommodation in any Social Housing, as defined in the Residential Tenancies Act 2010 or Aged Care facility?** (please circle)      Yes / No

**Have you previously taken a Apprehended Violence Order (AVO) on any parties nominated in this Application?** (please circle)      Yes / No

## F. APPLICANT RENTAL HISTORY

**Note: We require your rental details for the last THREE rental properties you have occupied**

Current address details:

|                            |     |   |   |
|----------------------------|-----|---|---|
| Are you currently renting? | Yes | Name of Agent / Landlord:                                     |   |
|                            |     | Agent / Landlord contact no:                                  |   |
|                            |     | Current rent per week:  | ..... Yrs ..... Mths<br>From: ..... / ..... / ..... To: ..... / ..... / ..... |
|                            |     | How long have you been there?                                 |   |
|                            |     | Reason for leaving?:  |   |
|                            |     | Was the Bond fully refunded?:                                 | N/A / Yes / No (please circle)<br>If No, Why?                                 |
|                            | No  | If No, please complete details of your current circumstances: |   |

Previous address details:

|                            |     |   |   |
|----------------------------|-----|---|---|
| Are you currently renting? | Yes | Name of Agent / Landlord:                                     |   |
|                            |     | Agent / Landlord contact no:                                  |   |
|                            |     | Current rent per week:  | ..... Yrs ..... Mths<br>From: ..... / ..... / ..... To: ..... / ..... / ..... |
|                            |     | How long have you been there?                                 |   |
|                            |     | Reason for leaving?:  |   |
|                            |     | Was the Bond fully refunded?:                                 | N/A / Yes / No (please circle)<br>If No, Why?                                 |
|                            | No  | If No, please complete details of your current circumstances: |   |

Previous address details:

|                            |     |   |   |
|----------------------------|-----|---|---|
| Are you currently renting? | Yes | Name of Agent / Landlord:                                     |   |
|                            |     | Agent / Landlord contact no:                                  |   |
|                            |     | Current rent per week:  | ..... Yrs ..... Mths<br>From: ..... / ..... / ..... To: ..... / ..... / ..... |
|                            |     | How long have you been there?                                 |   |
|                            |     | Reason for leaving?:  |   |
|                            |     | Was the Bond fully refunded?:                                 | N/A / Yes / No (please circle)<br>If No, Why?                                 |
|                            | No  | If No, please complete details of your current circumstances: |   |

## CURRENT EMPLOYMENT OR INCOME BENEFITS

|                             |   |                                |  |
|-----------------------------|---|--------------------------------|--|
| Are you currently employed? | Yes   | Name of Employer: (company)    |  |
|                             |   | Employer contact name & title: |  |
|                             |   | Contact's work phone number:   |  |
|                             |   | Net income: (after tax)        |  |
|                             |   | Length of employment:          |  |
|                             |   | Your job title:                |  |
|                             | Full time or Part time                                  | approx. hours per week         |  |
| No                          | Do you receive Centrelink Benefits Yes / No             |                                | \$ per fortnight<br>(please attach Centrelink Statement) |
|                             | If answered No, please provide details of other income: |                                |  |

## EMERGENCY CONTACT DETAILS

|          |               |                       |
|----------|---------------|-----------------------|
| Name: :  | Relationship: | Contact phone number: |
| Address: |               | Email:                |

## NEXT OF KIN OR FAMILY CONTACT DETAILS—Must not be an applicant for the property

|          |               |                       |
|----------|---------------|-----------------------|
| Name: :  | Relationship: | Contact phone number: |
| Address: |               | Email:                |

## PERSONAL / BUSINESS REFERANCES

|                |                |
|----------------|----------------|
| Name:          | Name:          |
| Relationship:  | Relationship:  |
| Address:       | Address:       |
| Contact Ph:    | Contact Ph:    |
| Email Address: | Email Address: |

## APPLICANT DECLARATION & AUTHORISATION

I hereby apply to rent the property from the owner under a lease to be prepared by Mid North Coast Property. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this 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 declare I am not bankrupt or an undischarged bankrupt and that the rental to be paid is within my means.

I declare that I have inspected the premises and make application on the property as per inspection for a period of

(please circle)      3 months / 6 months / 12 months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by Bank Transfer to Mid North Coast Property Trust Account BSB: 082 798 Account no: 74049 4982 When payment is made, a copy of payment to be emailed to admin@mncproperty.com.au with Surname as reference, this must be received PRIOR to the commencement of your Lease OR Bond may be paid by Bank Cheque or Money Order payable to Mid North Coast Property. PERSONAL CHEQUES WILL NOT BE ACCEPTED.

Please discuss with Property Manager if alternate arrangements need to be made such as Cash Payment.

An alternate option is to lodge online with the Rental Bond Board. Please view online option on the OFT website.

Please be advised there could be delays with B-pay and costs with credit cards. If there is a delay in this procedure, this may delay your key access to the property

### Initial Payment:

Rental Bond                                      \$ \_\_\_\_\_ (must not exceed 4 weeks)

Rental payment of 2 weeks      \$ \_\_\_\_\_

Less Holding Deposit                      \$ \_\_\_\_\_

TOTAL      \$ \_\_\_\_\_

I **Authorise** the Agent to obtain personal information from:

- (a) The owner or agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as TICA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting—TICA on 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a Tenancy Default Database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy agreements
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge or claim my bond to/from a Bond Authority
- (e) Refer to Tribunals/Court & 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.

**Name of Applicant:** \_\_\_\_\_ **Signature of the Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## HOLDING FEE FOR APPROVED APPLICANTS

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee, totalling one weeks rent, 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:

1. The application for tenancy has been approved by the landlord; &
2. The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
3. If the prospective tenant/s decide not to enter into such an Agreement, the landlord may retain the whole deposit; and
4. If a residential tenancy agreement is entered into, the holding deposit is to be paid towards rent for the residential premises leased.
5. 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.

## NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; digital or cable TV (& the adequacy of such services) are the sole responsibility of the tenant & should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property.

The landlord does not warrant that telephone plugs, TV sockets or other service points are serviceable, or will otherwise meet their requirements, tenants must rely upon their own enquires

## ZERO TOLERANCE RENTAL ARREARS POLICY

In accordance with the commencement of the tenancy agreement, rent must be paid on time and 2 weeks in advance at all times.

You agree to sign a Direct Debit agreement for rent payments to be deducted from your bank account as per the Direct Debit Service Agreement. Default of direct debit may result in a large dishonour fee from your banking institution. Should the scheduled debit default for any reason at any time, you will be notified immediately by phone or by SMS which will be documented against your ledger.

The amount of the default must be paid directly to Mid North Coast Property within 24 hours of notification. Arrears notice in writing will also be issued on the day of default and documented against your ledger

Should the rent arrears breach not be remedied within 14 days, notice of termination will be issued for breach of tenancy. **NO EXCEPTIONS**

*A fee of \$10 is payable to Mid North Coast Property for each default.*

***The vast majority of tenants fully comply with their obligations under the tenancy agreement. The above incidents do not occur often but unfortunately the minority have caused us to implement such guidelines.***

### **Declaration**

I have read the above conditions and understand the consequences regarding Mid North Coast Property Laurieton & Lake Cathie Zero Tolerance Arrears Policy.

Signature of Applicant: \_\_\_\_\_



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 F: 02 6585 4694

## RENTAL REFERENCE REQUEST to Current AGENT/Landlord

In accordance with the Privacy Act (see attached TICA Privacy Disclosure Form), I/we the undersigned authorise the recipient of this fax to supply information to Mid North Coast Property regarding my/our rental history.

|  |  |
|--|--|
| <b>Applicant to complete top section</b> | <b>Applicants Name:</b> <input style="width: 90%;" type="text"/> |
|--|--|

|   |       |     |   |
|---|-------|-----|---|
| Applicants current rental property address<br><input style="width: 95%; height: 25px;" type="text"/><br><br><table style="width: 100%;"> <tr> <td style="width: 50%;">From:</td> <td style="width: 50%;">To:</td> </tr> </table> <input style="width: 95%; height: 25px;" type="text"/><br><br>Contact name of Agent/Landlord<br><input style="width: 95%; height: 25px;" type="text"/> | From: | To: | Rental amount paid per week<br><input style="width: 95%; height: 25px;" type="text"/><br><br><input style="width: 95%; height: 25px;" type="text"/><br><br>Fax no:                      Phone no:<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Contact number of Agent/Landlord<br><input style="width: 95%; height: 25px;" type="text"/> |
| From:   | To:   |     |   |

### Current Agent to complete

|  |   |
|--|---|
| Was the Tenant the only person listed as a tenant<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Would you rent to this Tenant/s again?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Did the Tenant/s always pay rent on time?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Was a Termination Notice ever issued?<br>If Yes, Why?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Did the Tenant/s ever breach their agreement?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>If YES, what was the breach & was it resolved?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Were Routine Inspections carried out?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>If YES, what was the condition of the property?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Were lawns and gardens kept in good order?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Did the Tenant/s have any pets with the landlords consent?<br><input style="width: 95%; height: 25px;" type="text"/> | Have the Tenant/s given you the required notice?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>If vacated, was the property left in good condition?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>If vacated, was the Bond returned in full?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>If NO, how much was claimed and why?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Did you find the Tenant/s co-operative with inspections?<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Any further comments you would like to make about Tenant/s<br><input style="width: 95%; height: 60px;" type="text"/><br><br>Agents Signature<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Agent Name (please print) & Position held<br><input style="width: 95%; height: 25px;" type="text"/><br><br>Date<br><input style="width: 95%; height: 25px;" type="text"/> |
|--|---|

Please complete this form and return via fax Laurieton **02 6559 7052** or Lake Cathie **02 6584 4694** [info@mncproperty.com.au](mailto:info@mncproperty.com.au) with a tenant ledger at your earliest convenience. If there are any problems please contact us on 02 6559 9137. Thank you for your help.

## PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how Mid North Coast Property handle your personal information, 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 can not process your application. As a professional asset manager we collect personal information about you. The information collected can be accessed by you by contacting our office

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor/Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your Tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to:

- Tradespeople to contact your 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

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you 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 our your tenancy applications in not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly Assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

### Signed by the Applicant

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **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 tenants personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST

## **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 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 from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license 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.

## **Further Information about TICA**

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.