



# Miller & James Real Estate

**TEMORA:**

214 -216 Hoskins Street, Temora NSW 2666

Phone: 0269 771 333 Fax: 0269 774 080

E-mail: [admin@millerandjames.com.au](mailto:admin@millerandjames.com.au)**ALBURY:**

3/512 Swift Street, Albury NSW 2640

Phone: 0260 232 333 Fax: 0260 218 673

E-mail: [albury@millerandjames.com.au](mailto:albury@millerandjames.com.au)**PROPERTY ADDRESS** \_\_\_\_\_

Weekly Rent \$ \_\_\_\_\_ Lease Commencement \_\_\_\_\_ Preferred Lease Term \_\_\_\_\_ months/years

Number of Occupants: Adults \_\_\_\_\_ Children \_\_\_\_\_ Age of Children \_\_\_\_\_ No. of Pets \_\_\_\_\_

Type/Breed/Age of Pets \_\_\_\_\_ INSIDE / OUTSIDE Council Registered? YES / NO

*Is there another property you would like to rent through Miller & James Real Estate as a second preference? (Insert address below)***SECOND PREFERENCE ADDRESS** \_\_\_\_\_**APPLICANT NAME IN FULL: MR / MRS / MS / MISS / DR**

Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Smoker YES / NO

Drivers Licence / Passport No. \_\_\_\_\_ Expiry \_\_\_\_\_ State / Country of Issue \_\_\_\_\_

Mobile No. \_\_\_\_\_ Home No. \_\_\_\_\_ Work No. \_\_\_\_\_

Email Address \_\_\_\_\_

Vehicle Registration \_\_\_\_\_ Type of Vehicle \_\_\_\_\_

**IDENTIFICATION ACCEPTED / REQUIRED: Applicants MUST provide one form of identification from each group below**

Identification:	Proof of Income:	Proof of residence:
Drivers Licence Passport Proof of Age Card	TWO current pay slips Centrelink statement Bank Statement	Rent Ledger (Tenant) Rates Notice (Home Owner)

**UTILITY CONNECTIONS:****Myconnect** is a free utility connection service. If the agent approved this application. Myconnect will contact you by phone, SMS or email for the purpose of assisting you to connect your utilities.

Please circle the utilities required:

**Electricity****Gas****Telephone****Internet****Pay TV****The Main Electricity switch must be in the 'OFF' position between 7am & 6pm on the day of connection.**

By signing this application, I: consent to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. [www.myconnect.com.au](http://www.myconnect.com.au) or PH: 1300 854 478.

**Signature of Applicant** \_\_\_\_\_**Date** \_\_\_\_\_**AGENT TO COMPLETE: APPLICANTS APPROVED MOVE IN DATE** \_\_\_\_\_

**CURRENT ADDRESS** \_\_\_\_\_ Period of Occupancy \_\_\_\_\_

Weekly Rent \$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Current Agent / Landlord \_\_\_\_\_ Contact No. \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_ Period of Occupancy \_\_\_\_\_

Weekly Rent \$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Agent / Landlord \_\_\_\_\_ Contact No. \_\_\_\_\_

**CURRENT EMPLOYMENT: Position / Job Title** \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_

Current Employer \_\_\_\_\_ Location \_\_\_\_\_ F/T P/T Casual

Period of Employment \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_

**PREVIOUS EMPLOYMENT: Position / Job Title** \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Location \_\_\_\_\_ F/T P/T Casual

Period of Employment \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_

**SELF EMPLOYED: Company / Business Name** \_\_\_\_\_ Net Weekly Earnings \$ \_\_\_\_\_

Business Address \_\_\_\_\_ Lessor / Agent \_\_\_\_\_

A.C.N or Business Registration No. \_\_\_\_\_ Date Formed \_\_\_\_\_

Accountant \_\_\_\_\_ Contact Name \_\_\_\_\_ Account Phone No. \_\_\_\_\_

**CENTRELINK: Are you receiving a Centrelink payment?** Yes / NO Type of payment \_\_\_\_\_

Gross fortnightly payment \$ \_\_\_\_\_ Is there likely to be any changes to this payment in the foreseeable future? YES / NO

**STUDENT: Course Name** \_\_\_\_\_ Provider \_\_\_\_\_

Commencement date of Study \_\_\_\_\_ Expected Completion \_\_\_\_\_

**PERSONAL REFERENCE (NOT RELATED TO APPLICANT): Name** \_\_\_\_\_

Phone No. \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

**Emergency Contact: Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

1. Has your tenancy ever been terminated by a landlord or agent? YES / NO
2. Have you ever been refused a property by any landlord or agent? YES / NO
3. Are you in debt to another landlord or agent? YES / NO
4. Have any deductions ever been made from your rental bond? YES / NO
5. Is there any reason known to you that would affect your future rental payments? YES / NO

If you have answered 'YES' to any of the above questions, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

## IMPORTANT INFORMATION – APPLICANTS PLEASE NOTE:

APPLICATION REQUIREMENTS	AT THE TIME OF SIGNING YOUR LEASE, WE REQUIRE:
<p>The application must be completed in full and relevant documentation MUST be submitted before the application can be processed</p> <p>Identification must be submitted with each application (see requirements below)</p> <p>We require ONE WEEKS RENT once your application has been accepted. Should you withdraw your application after acceptance, the Landlord retains the right to keep whole or part of this deposit .</p>	<p>Bond (Equivalent to four weeks rent). For NSW bond lodgement will be made by tenant direct to NSW Fair on receipt of payment email.</p> <p>Two weeks rent upfront</p> <p>Payment can be made via EFTPOS for cheque or savings options, bank cheque or money order</p>

### APPLICANT DECLARATION:

I, the said applicant, declare that all information contained in this application is true and correct and provided of my own free will. I declare that I have inspected the premise and that I am not bankrupt. I further declare that:

- 1) I authorise the agent to contact any of the referees I have supplied in this application for verification of the information I have provided. I agree to allow the agent to photocopy the information supplied by me for their records. I authorise the agent to access any information which is listed about me on the TICA Default Tenancy Database and any other tenancy database which may be available.
- 2) If I default under a rental agreement, 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 future.
- 3) 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 premises.
- 4) I acknowledge that this application is subject to approval of the owner/landlord. Should my application be unsuccessful, no legal action will be taken against the landlord. I further acknowledge that no reason will be given as to why my application was declined.
- 5) I agree and understand that if my application is approved, all initial monies are to be paid in clear funds. I understand that no keys for the property will be provided until all monies are paid in full.
- 6) I agree that upon acceptance of this application, this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and will be bound by the terms and conditions of the Tenancy Agreement.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

### PRIVACY ACKNOWLEDGEMENT FORM FOR TENANCY 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 the disclosure to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As professional asset managers we collect personal information about you. The information we collect can be accessed by you by contacting us on the below details.

**Member Name: Miller and James Real Estate Pty Ltd**  
**Address: Suite 3 / 512 Swift Street, Albury, NSW 2640**  
**Phone: 02 60 232 333**  
**Email: albury@millerandjames.com.au**

#### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and if considered acceptable, to provide you with a Residential

Tenancy Agreement. In order to assess your application, we need to disclose your personal information to:

- The Landlords / Owners for approval
- TICA Default Tenancy Control 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 tenancy application
- Other Real Estate Agents to assess the risk to our client/s.

#### Secondary Purpose:

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

- Tradespeople to who may need to contact you for repairs and maintenance of the property.
- Tribunals and Courts who are seeking orders or remedies.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Debt Collection Agencies where Courts/Tribunals have been awarded.
- The Landlord/Owner's insurer in the event of an insurance claim.
- Other Agents/Landlords to provide future rental references.

#### TICA Statement:

As TICA may collect personal information about you, the following information about TICA 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 tenant's personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may disclose to any of our databases. To obtain your personal information from TICA Default Tenancy Control Pty Ltd, proof of identity will be required and can be made by any of the following ways:

**Phone:** 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobiles or pay phones)

**Mail:** TICA Public Inquiries PO BOX 120 CONCORD NSW 2137 at a fee of \$14.30

#### TICA Primary Purpose:

TICA collects personal information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application of risk management system other than government departments and or agencies allowed by law to obtain information from TICA. *The personal information that TICA holds is as follows:* Name, date of birth, driver's licence number, proof of age card and number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to. Full Detail about TICA 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 TICA on their helpline 1902 220 346. If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

I acknowledge that if my application is accepted, Miller & James Real Estate Pty Ltd will utilise my provided e-mail address to issue correspondence including but not limited to routine inspection letters, arrears notices & tenancy receipts.

Full name of applicant

Signature of Applicant

Date