



Miller & James Real Estate

TEMORA

214-216 Hoskins street, Temora NSW 2666

Phone: 0269 771 333 Fax: 0269 774 080

Email: admin@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)

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. _____

STUDENT: Course Name _____ Provider _____

Commencement date of Study _____ Expected Completion _____

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

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:
The application must be completed in full and relevant documentation MUST be submitted before the application can be processed Identification must be submitted with each application (see requirements below) 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.	Bond (Equivalent to four weeks rent). For NSW bond lodgement will be made by tenant direct to NSW Fair on receipt of payment email. Two weeks rent upfront Payment can be made via EFTPOS for cheque or savings options, bank cheque or money order

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/landlord’s 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 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.

Control I hereby offer to rent the property from the owner under a lease the 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 & James Real Estate Pty Ltd
Address: 214 – 216 Hoskins Street, Temora NSW 2666
Phone: 0269 771 333
Email: admin@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 & 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 uses to tenancy history.
- Debt Collection Agencies where 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 Pty Ltd, proof of identity will be required and can be made by any of 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 applications. 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 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