



ELITE

PROPERTY MANAGEMENT
AGENCY

Rental Application

Privacy Statement

Under Privacy Law effective December 21, 2001 all property managers must ensure that you fully understand the National Privacy Principles and in the manner we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to our office with your rental application.

Primary Purpose

- The Residential Retail Provider (RRP)
- The RRP's lawyer
- The RRP's mortgagee
- References you have nominated
- Organisations/ trades people required to carry out maintenance to premises
- Rental Bond Authorities
- Residential Rental Tribunals/ Courts
- Collection Agents
- TICA Default Rental Database
- Other Real Estate Agents and RRPs

Secondary Purpose

- Enable us, Or the RRP's lawyers, to prepare the lease/rental documents for the premises
- Allow organisations/ trades people to contact you in relation to maintenance matters relating to the premises.
- Refer to Tribunals, Courts and Statutory Authorities (when necessary)
- Refer to Collection Agents/ (where default/enforcement action is required)
- Provide confirmation details for organisations contacting us on your behalf, (i.e. Banks. Utilities & Employers etc.)

If your personal information is not provided to us and TICA, and you do not consent to the uses to which we put your personal information; we can not properly assess the risk to our client, or carry out our duties as professional property managers.

Consequently, we may not provide you with the lease/rental of the premises.

Name: _____ Signature: _____ Date: _____

Proof of Identification

You must submit a form of photo identification together with copies of all relevant paper work requested.

Passport	70	Other Employment ID Cards	25
Birth Certificate	70	Rates Notice	25
Driver's Licence	40	Bank Statement	25
Australian Public Services Card	40	Utility Bills	25
Other Australian Government Issues ID Card	40	Electoral Roll Records	25
Social Security/Pension Cards	40	Medicare Card	25
Credit/Debit card/ATM Card	25	*Proof of income MUST be provided*	

Residential Rental Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

Please note: Mention of "RRP" refers to "Residential Rental Provider"

A. APPLICATION DETAILS

Are you applying with anyone else?

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Property Rental

Bond amount

\$	/week	\$	/month	\$
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2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
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4. How many people will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages
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C. PERSONAL DETAILS

5. Please give us your details (note that each adult must complete an application and provide 100 points of ID)

Surname	Given Name/s
<input type="text"/>	<input type="text"/>
Date of birth	Driver's licence number
<input type="text"/>	<input type="text"/>
Driver's licence state	Driver's licence expiry date
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>

6. Please provide your contact details

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

7. What is your current address?

D. UTILITY CONNECTIONS

myconnect[®]
a really smart move

MyConnect will call you to arrange free connection of your required utilities



Please select the required utilities:

<input checked="" type="checkbox"/> Water (compulsory)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Interpreter required	

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

F. APPLICANT HISTORY

8. How long have you lived at your current address?

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

10. Residential Rental Provider/Agent details of this property

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

<input type="text"/>	\$
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11. What was your previous residential address?

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Residential Rental Provider/Agent details of this property

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

<input type="text"/>	\$
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100 Point Identification

Have you provided I.D as required on page 2? Yes No

H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency**

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

19. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

G. EMPLOYMENT HISTORY**14. Are you self employed?**

No - skip to Q16 Yes - (you MUST complete Q15 & supply your most recent BAS Statement)

15. Self employment details

Your ABN	Accountant Name
<input type="text"/>	<input type="text"/>
Accountant Phone no.	Accountant Email
<input type="text"/>	<input type="text"/>

16. 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. institution if student)

Employer's address

Contact name	Phone no.
<input type="text"/>	<input type="text"/>

Length of employment	Net Income
<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months	<input type="text"/> \$

17. Please provide your previous employment details

Occupation?

Employer's name	Phone no.
<input type="text"/>	<input type="text"/>

Length of employment	Net Income
<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months	<input type="text"/> \$

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

Board The Internet Local Paper

Counter List Other (specify)

H. RENT PAYMENT METHOD

This is a cash free office; cash will not be accepted for rental payments because of risks associated with cash payments and keeping cash on premises.

I acknowledge that due to bank processing times, payments made via Direct Deposit are required to be paid 2 business days prior to the due date.

If my application is approved I will be required to pay one week's rent within 24hrs to secure the property.

Signature of Applicant	Date
<input type="text"/>	<input type="text"/>

I. OTHER INFORMATION**20. Car Registration**

21. Please provide details of any pets

Breed/type	Council registration / number
<input type="text"/>	<input type="text"/>
1.	
2.	

AGENCY DETAILS**Elite Property Management Agency**

ACN: 147 938 190
Office: 4/97 Hume Street, Wodonga, VIC 3690
Phone: (02) 6056 7650
Fax: (02) 6056 7650
Email: rentals@elitepmagency.com.au

TICA DECLARATION

Privacy Act Acknowledgement Form for Rental Applicants and Approved Occupants
 This information relates to how we handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988. If you do not consent to the disclosure of your personal information to the following rental databases, we cannot process your application:

- TICA Default Tenancy Control Pty Ltd

In the event of a successful rental 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 rental applications you make. The TICA Virtual Manager program will monitor your rental applications as part of our Risk Management procedures. The monitoring of your rental applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed rental application form.

Signed by the applicant

Signature: _____

Name: _____ 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 rental database that records renters personal information from its members including rental application enquiries and rental history. 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 rental 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. 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/RRP 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. 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 rental application, comments made by a TICA member in relation to your rental, which members you rented through and which members you applied to and which members are seeking you. 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 \$44.00 subscription fee applies. All pricing includes GST.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion time-frame policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group using one of the methods listed above.