



# TENANCY APPLICANTS



PROPERTY AT : \_\_\_\_\_

THIS OFFICE IS A MEMBER OF – REIQ

TENANCY INFORMATION CENTRE  
AUSTRALIA PTY LTD

All applications for tenancy in this office are processed through TICA (Tenancy Information Centre Australia Pty Ltd).

*We require the following information to be supplied to process an application –*

- Photograph identification – Passport or Drivers Licence.
- At least two references from previous landlords or agents or a rates notice if you have owned your own home.
- Proof of last residential address
  - Telecom account
  - Electricity account
  - Bank / credit card statements
- Copies of previous rental receipts.
- Supporting proof of income for payment of rental, e.g. Pay slip, bank statement.
- On approval of application all monies equivalent to 6 weeks rent ( 4 weeks rent for bond & 2 weeks rent in advance) must be paid in full, **in cash**.

**Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details the application may not be processed.**

# TICA ANNEXURE TO TENANCY APPLICATION

## **PART A - PLEASE READ**

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring.
4. Upon approval and acceptance of your application all monies must be paid in full by cash, bank or building society cheque or Australia Post money order.

## **PART B – PLEASE COMPLETE THIS SECTION**

- A. Have you ever been evicted by any landlord or agent? ..... YES / NO  
If yes give details: .....
- B. Have you ever been refused another property by any landlord or agent?..... YES / NO  
If yes give details: .....
- C. Are you in debt to another landlord or agent? ..... YES/NO  
If yes give details: .....
- D. Is there any reason known to you that would effect your rental payment?..... YES / NO  
If yes give details: .....
- E. Were any deductions made from your rental bond at your last address? ..... YES / NO  
If yes give details: .....

# 1st APPLICANT



TODAY'S DATE: .....

PROPERTY YOU WOULD LIKE TO RENT: .....

YOUR FULL NAME: \_\_\_\_\_ DATE OF BIRTH: / / \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

RENTAL AGENT OR LANDLORDS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY (Where you are now) \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING (Where you are now): \_\_\_\_\_

PREVIOUS ADDRESS (previous to where you live now): \_\_\_\_\_

AGENT OF PREVIOUS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING THIS PROPERTY: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ EMPLOYER'S PHONE: \_\_\_\_\_

CONTACT PERSON AT WORK: \_\_\_\_\_ PERIOD OF EMPLOYMENT: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PERSONAL REFERENCE: (Not a family member) \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**OTHER INFORMATION TO SUPPORT YOUR APPLICATION:**

DRIVERS LICENSE NO: ..... Car Rego No: ..... State:.....

Passport No: ..... Country: .....

# 2nd APPLICANT



TODAY'S DATE: .....

PROPERTY YOU WOULD LIKE TO RENT: .....

YOUR FULL NAME: \_\_\_\_\_ DATE OF BIRTH: / / \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

RENTAL AGENT OR LANDLORDS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY (Where you are now) \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING (Where you are now): \_\_\_\_\_

PREVIOUS ADDRESS (previous to where you live now): \_\_\_\_\_

AGENT OF PREVIOUS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING THIS PROPERTY: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ EMPLOYER'S PHONE: \_\_\_\_\_

CONTACT PERSON AT WORK: \_\_\_\_\_ PERIOD OF EMPLOYMENT: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PERSONAL REFERENCE: (Not a family member) \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

## OTHER INFORMATION TO SUPPORT YOUR APPLICATION:

DRIVERS LICENSE NO: ..... Car Rego No: ..... State:.....

Passport No: ..... Country: .....

# 3rd APPLICANT



TODAY'S DATE: .....

PROPERTY YOU WOULD LIKE TO RENT: .....

YOUR FULL NAME: \_\_\_\_\_ DATE OF BIRTH: / / \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

RENTAL AGENT OR LANDLORDS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY (Where you are now) \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING (Where you are now): \_\_\_\_\_

PREVIOUS ADDRESS (previous to where you live now): \_\_\_\_\_

AGENT OF PREVIOUS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ WEEKLY RENT: \$ \_\_\_\_\_

REASON FOR LEAVING THIS PROPERTY: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ EMPLOYER'S PHONE: \_\_\_\_\_

CONTACT PERSON AT WORK: \_\_\_\_\_ PERIOD OF EMPLOYMENT: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

SALARY PER WEEK: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PERSONAL REFERENCE: (Not a family member) \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

## OTHER INFORMATION TO SUPPORT YOUR APPLICATION:

DRIVERS LICENSE NO: ..... Car Rego No: ..... State:.....

Passport No: ..... Country: .....

ALL APPLICANTS  
TO READ  
AND COMPLETE

Children to occupy the premises: \_\_\_\_\_

Pets: \_\_\_\_\_

Type: \_\_\_\_\_

**I/We** the applicant/s hereby authorise you, as the agent to conduct an inquiry with Tenancy Information Centre Australia Pty Ltd, and any other searches, which may verify the information, provided by **me/us**. **I/We** do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of **my/our** application.

**I/we** affirm that the information on this application is true and correct. **I/we** have inspected the premises mentioned and wish to take a Tenancy for the period of ..... months from the date of ..... at a rental of \$ ..... per week, with a security bond of \$..... and that the rental to be paid is within **my/our** means.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenants references, etc.

**1<sup>ST</sup> APPLICANTS SIGNATURE:** \_\_\_\_\_

**2<sup>ND</sup> APPLICANTS SIGNATURE:** \_\_\_\_\_

**3<sup>RD</sup> APPLICANTS SIGNATURE:** \_\_\_\_\_

In the presence of: .....

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_