

TENANCY APPLICATION

APPLICATIONS WILL NOT BE ACCEPTED IF THE FOLLOWING DETAILS ARE NOT PROVIDED

1. Applicant must achieve a **MINIMUM** of **100 CHECK POINTS**
**** This must include a drivers Licence, Photo ID or Passport**
2. Written references from present/previous Landlord or Agent
3. Two personal references with day time telephone numbers.
**** Not a relative or friend**
4. If your rental reference is a Private Landlord, you must provide a rates notice from the Landlord for proof of ownership and a written reference.
5. If you are self employed you must provide information relevant to your business such as a business registration, proof of income or accountant.
6. If accepted for the applied premises, all of the initial payment **MUST** be made in **BANK CHEQUE or MONEY ORDER**. No personal cheques will be accepted.
7. All relevant parties must be present at the time of signing the lease.
8. We **DO NOT** accept bond transfers and we **DO NOT** give bond transfers.
9. If approved for the premises, all rental payments are to be in advance at all times as per lease agreement. You can pay rent to us in several ways:
 - Bank deposit book which can be give to you when the lease starts
 - Cheque or money order which can be given to your office
 - netbank transfer which you can organize direct payments
 - **NO CASH IS ACCEPTED AT THE OFFICE**

Privacy Act

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference database may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Maison Bridge Property. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy

RENTAL APPLICATION 100 POINT CHECK

PHOTOCOPIED DOCUMENTS ARE TO BE PROVIDED

ORIGINALS WILL NOT BE ACCEPTED

Last four (4) rent receipts	30 points
Last three (3) pay slips	30 points
Driver's license and or passport	20 points
Copy of Previous Rental ledger	20 points
Copy of credit card, key card, Medicare card	20 points
Last two (2) bank statements (Must have bank statements)	30 points

When handing in your application you must have these documents and all of the application MUST be filled out otherwise we can't process your application.

Along with your application we advise you to bring in a deposit of one weeks rent for the property you are applying for. This will secure your application.

If you have any problems getting any of these documents please call the office on (02) 9638 4048 and ask to speak to our Property officer.

Tenancy Application Form

- 100 points of identification to be attached
- Separate Application Form is required for each applicant.

A. AGENT DETAILS

Maison Bridge Property
1077 Victoria Road West Ryde NSW 2114

Ph: (02) 9638 4048
Email: leasing@maisonbridge.com.au

Agent's Name

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day Month Year

3. Rental amount per week:

\$ Length of tenancy Months

4. How many tenants will occupy the property?

Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

8. HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- SM Herald The Internet For lease Board
 Referral Local Agent Local Paper
 Other (specify) _____

D. APPLICANT HISTORY

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

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Email

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was the bond refunded in full?

If not why not?

E. STATEMENT OF COSTS

15. Property Rental

\$ per week, or \$ per fortnight /month

Rental Bond (4 week's rent):

\$

Rent in advance (2 week's / monthly)

\$

Total

\$

F. EMPLOYMENT HISTORY

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. accountant if self employed or institution if student)

Employer's address

Postcode

Email

Phone no.

Length of employment

Years Months

Net Income

\$

17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years Months

Net Income

\$

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Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

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Employer's address

Postcode

Email

Phone no.

Length of employment

Years Months

Net Income

\$

17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years Months

Net Income

\$

G. 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"/>
Contact's address	
<input type="text"/>	
Postcode	
<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"/>

H. OTHER INFORMATION

20. Car Registration	State of issue (eg. NSW)
<input type="text"/>	

21. Please provide details of any pets

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

I. CONFIRMATION

I confirm the following:

- 1) During my inspection of the property I found it to be in a reasonably clean condition? Yes / No
- 2) If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.
- _____
 - _____
 - _____
- 3) I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 4) I confirm having received a copy of this application for my retention.
- 5) I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenant Reference Australia (TRA) being undertaken.

J. DECLARATION

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 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 (including additional pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:

- (a) The owner or the Agent of my current or previous residence;
 - (b) My personal referees and employer/s;
 - (c) Any record listing or database of defaults by tenants;
- 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 documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

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. I am aware that I may access personal information on the contact details above.

Signature

Date



TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, 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 we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess 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 we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist 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 application and Other Real Estate Agents 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:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and 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 of your tenancy 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 tenancy application form.

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 inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. Full details about TICA's Privacy Policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies.

TICA 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 organization 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

L. Application

I, the Applicant apply for the approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant declare that I am not a bankrupt or an undisclosed bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of:

months, at a rental of \$ per week.

I undertake to pay rent in advance, a rental bond as well as the residential tenancy preparation fee by direct deposit or a bank cheque or money order made payable to **Goldentrophy Realty PTY LTD** trading as Maison Bridge Property upon signing the Residential Tenancy Agreement.

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period:
- c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder:
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Applicants Signature

Date

Applicants Signature

Date

**Please ensure your 100 points of identification
are attached with this application**

DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare:

I have inspected the property located at

I have of my own accord decided that I wish to rent the aforementioned property commencing on the ___/___/___ for a period of _____ months.

I have been informed, understand and agree that the rental for the aforesaid property is to be \$ _____ and that this rental is within my means to support.

I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be _____ weeks in advance at all times.

I have been informed, understand and agree that the bond for the aforesaid property will be \$ _____ and I further agree to undertake to pay the said bond on / before signing the tenancy agreement. I further authorize the agent to attend all details regarding the lodgement of the said rental bond with the appropriate authority.

I understand by giving a deposit of one week's rent when I am approved I must take the property otherwise the deposit will not be returned.

I / We agree to the above (all parties MUST sign).
