

# Complete Home Hunters Tenancy Application Form

Thank you for choosing a Complete Home Hunters property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following points:

1. We require all our tenants to pay rent in advance as specified in your lease – weekly, fortnightly or monthly.
2. This application must be accompanied by various forms of identification as described in 'Notice to All Tenancy Applicants'.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the Rental Bond and rent if not paid prior to taking possession/collecting the property's keys.

## RENTAL PROPERTY

Property Address	Date Inspected
------------------	----------------

## TENANCY REQUIREMENTS

Length of Tenancy (months)	Rent \$ per week	Payment Frequency (Circle) Weekly/Fortnightly/Monthly	Commencement Date
----------------------------	------------------	--	-------------------

## APPLICANTS DETAILS

Name	Email	
Have you been known by any other name? YES/NO (Circle)	Are you a smoker? YES/NO (Circle)	
If yes, what name?		
Address		
Home Phone	Work Phone	Mobile Phone

## PERSONAL DETAILS

Date of Birth	Drivers Licence Number	State of Issue
Passport Number	Country of Issue	Your Car Rego Number

## OCCUPANCY DETAILS

Do you have any dependants?	If yes, how many?
Will they be living at address?	No. of occupants who will live in property and their full names/ages

## CURRENT RENTAL DETAILS

Landlord/Agent/Property Manager	How long have you lived there?	Current rent per week \$
	Landlord/Agent phone	Reason for leaving:

## PREVIOUS RENTAL DETAILS

Landlord/Agent/Property Manager	How long have you lived there?	Current rent per week \$
	Landlord/Agent phone	Reason for leaving:

## CURRENT EMPLOYMENT

Current Employer (company)		
Contact Name (Manager)	Contact's Work Phone	Your position
Length of Employment	Net Income \$ per week	Full Time or Part Time
Are you self-employed? YES/NO (Circle)		How long have you been self-employed?
ABN:	Accountant's Name/Firm:	Accountant's Phone Number:

## PREVIOUS EMPLOYMENT

Previous Employer (company)		
Contact Name (Manager)	Contact's Work Phone	Your position
Length of Employment	Net Income \$ per week	Full Time or Part Time

## PET DETAILS

Are you applying with pets? YES/NO (Circle)		If yes, how many?
What type/s?		What breed/s?
Briefly describe the pet/s:		
Are they: Exclusively outdoor/Indoor and outdoor/exclusively indoor (Circle)		
Are they registered with the council/vet: YES/NO (Circle) If yes, where is your pet registered:		
Have you provided a pet reference? YES/NO (Circle)	References relationship to pet:	Name & contact number

## OTHER

Are you a student? YES/NO (Circle)	Name of University/TAFE/School:	Student I.D. Number:
Overseas student? YES/NO (Circle)	Visa Expiry Date:	Are you on a pension or income subsidy? YES/NO (Circle)
Provide further details:		

## VEHICLES

Number of cars:	Types of cars:	Car Rego Number/s:
Will any other type of transport be at property? Boat/Caravan/Motorcycle (Circle) Other: ..... Details:		

## EMERGENCY CONTACT DETAILS/NEXT OF KIN

Name	Relationship	Contact Phone
Address		

## PERSONAL/BUSINESS REFERENCES (Not relatives)

Name	Relationship	Contact Phone
Name	Relationship	Contact Phone

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Internet <input type="checkbox"/>	Signboard <input type="checkbox"/>	Referral <input type="checkbox"/>	Local Newspaper <input type="checkbox"/>	Other <input type="checkbox"/> _____
-----------------------------------	------------------------------------	-----------------------------------	--	--------------------------------------

## QUESTIONS

Have you ever been evicted by any Agent/Lessor?	YES/NO (Circle)
Is there any reason known to you that would affect your ability to pay rent?	YES/NO (Circle)
Was your rental bond at your last address claimed by the Landlord/Managing Agent?	YES/NO (Circle)
Are you in debt to another Landlord/Managing Agent?	YES/NO (Circle)
Please provide details if you have answered yes to any of the above:	

## CONFIRMATION

### I confirm the following:

1. During my inspection of this 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), Trading Reference Australia (TRA) and/or TICA being undertaken.

## APPLICATION

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

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the 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 the monies detailed below by bank cheque or money order made payable to Complete Home Hunters upon signing the Residential Tenancy Agreement.

Please note: for security reasons Complete Home Hunters has a no cash policy.

## STATEMENT OF COSTS

Rental Bond (4 week's rent)	\$ _____	Bank: _____
Rent in advance	\$ _____	Branch: _____
		BSB: _____
Less Deposit	\$ _____	Account Number: _____
<b>TOTAL</b>	<b>\$ _____</b>	

## HOLDING FEE

IF A HOLDING FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY:

1. The premises will be reserved for the applicant for a period of 7 days.
2. The Holding Fee of \$\_\_\_\_\_, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. That should the Landlord accept this application, the Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain all of the Holding Fee.

**A holding fee can only be requested from a prospective tenant after their tenancy application has been approved. Complete Home Realty, acting for the Landlord of the premises, acknowledges receipt of the above application and if the application is approved and a Holding Fee given agrees:**

1. To reserve the premises for the period in accordance with the conditions stated above.
2. To prepare a Residential Tenancy Agreement for the premises.

## PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, this fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

## PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT 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 disclosures 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.

**Member Name:** Complete Home Hunters  
**Address:** 205 Rocky Point Road, Ramsgate NSW 2217  
**Phone:** 02 9583 9055  
**Fax:** 02 9583 9126  
**Website:** [www.completehomerealty.com.au](http://www.completehomerealty.com.au)  
**Email:** [rentals@homehunters.com.au](mailto:rentals@homehunters.com.au) or [peter@homehunters.com.au](mailto:peter@homehunters.com.au)

As a professional asset manager we collect personal information about you. You can access the information we collect by contacting our office on the above numbers or addresses.

## PRIVACY ACT ACKNOWLEDGEMENT

### Primary Purpose

Before a tenancy 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 to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose

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

- Trades people to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent. If your application is rejected, it will be destroyed according to privacy laws.

**I/We have been given the appropriate time to read & understand The Privacy Act Acknowledgement for our tenancy application before signing.**

*Sign Here*

.....  
Applicant's Name (Please print)

.....  
Applicant's Signature/Date

## TICA PRIVACY ACKNOWLEDGEMENT 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 tenants 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 hold on any of our databases. To obtain your 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:** 190 222 0346

(Calls are charged at \$4.50 per minute including GST [higher from mobile or pay phone])

**Mail:** TICA Public Inquiries

PO BOX 120, CONCORD NSW 2137

(A fee of \$ 8.80 plus stamped self-addressed envelope is required)

### Primary Purpose

TICA collects 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 or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows: Name, date of birth, drivers license number, proof of age card 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.

## Further Information about TICA

Full details 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 our Helpline 190 222 0346 calls charged at \$4.50 per minute including GST (higher from mobile and pay phones and charges are subject to change).

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/We have been given the appropriate time to read & understand The TICA Privacy Acknowledgement for our tenancy application before signing.**

*Sign Here*

.....  
Applicant's Name (Please print)

.....  
Applicant's Signature/Date

---

## **NOTICE TO ALL TENANCY APPLICANTS**

### **Required Identification Checklist**

Prior to any Tenancy Application being considered, each applicant is required to provide sufficient identification, as indicated within each category. This is to identify you and also prove your ability to pay the rent on time.

#### **IDENTIFICATION (minimum one required)**

- Drivers Licence
- Proof of Age Card
- Passport
- Birth Certificate

#### **ABILITY TO PAY (minimum two required)**

- Current pay slip
- Bank/Credit card statement
- Centrelink statement
- Letter of employment
- Last financial tax return

#### **RENTAL/OWNERSHIP HISTORY (minimum one required)**

- Tenancy history ledger
- Council/water rates (home owners only)
- Rent receipts
- Rental references

#### **ADDITIONAL IDENTIFICATION (minimum three required)**

- Motor vehicle registration
- Telephone account
- Electricity account
- Gas account
- Pension card
- Medicare card
- Health care card
- Business registration certificate

Should you have any queries in relation to the above criteria, please do not hesitate to contact the rental department.

# RENTAL ARREARS POLICY

## Zero Tolerance Rent Control

At the time of signing the Residential Tenancy Agreement, the rent is to be in advance in accordance with the Property Stock and Business Agents Act. If your rent is calculated on a monthly basis (calendar month) then the rent should remain one month in advance at all times. If calculated fortnightly, it must remain a fortnight in advance at all times. If paid weekly, rent must be one week in advance at all times.

Therefore, if the rent is paid every month, fortnight or week thereafter, it will always be in advance.

If the rent is no longer in advance, our policy on arrears is:

- **4 days in arrears:** Email or telephone reminder call and SMS from Property Manager
- **5 days in arrears:** First rental arrears reminder letter
- **15 days in arrears:** Termination Notice for non-payment of rent
- **21 days in arrears:** Follow-up in person's home or work
- **28 days in arrears:** Eviction process begins

If the rent is continually in arrears during the term of the agreement, the Tenancy will be terminated by written notice and will not be continued. The Tenant will be lodged (by default) with our Tenancy database and a favourable reference will not be given. Future Tenancy Applications with other Real Estate Agents may be rejected.

**I/We have been given the appropriate time to read & understand the above Rentals Arrears Policy and acknowledge that Complete Home Hunters is a member of TICA (Tenancy Information Credit Association) being a default tenancy database company.**

*Sign Here*

.....  
Applicant's Name (Please print)

.....  
Applicant's Signature/Date

---

## CONDITION OF THE PROPERTY

Unless otherwise specified in writing by a Property Manager of Complete Home Hunters, the condition of the property as you have inspected it will be the condition of the property on commencement of your lease, should your application be successful. If you have any concerns, please raise them with the Property Manager/staff member showing you the property.

When you vacate the property, the property needs to be in the same condition as when you first commenced your tenancy.

General wear and tear is acceptable. However, if the property has been damaged through neglect or misuse, you will be expected to pay for this damage.

**A general rule:** If the carpets were steam-cleaned on the commencement of the tenancy, Complete Home Hunters expects that the carpets will be steam-cleaned upon vacate. Likewise with similar situations e.g. fresh paint, professional cleaning etc.

**I/We have been given the appropriate time to read & understand the above section before signing.**

*Sign Here*

.....  
Applicant's Name (Please print)

.....  
Applicant's Signature/Date

By signing this application, I agree to all the terms and conditions within this document and the following Privacy Conditions and Disclosure Statements.

I also confirm that I have completed this application correctly and truthfully.

**PLEASE NOTE: RETURN THIS APPLIACATION FORM WITH THE REQUIRED IDENTIFICATION STIPULATED IN THE “NOTICE TO ALL TENANCY APPLICANTS” SECTION.**

Signed By the Applicant/s

*Sign Here*

.....  
Applicant's Name (Please print)

.....  
Applicant's Signature/Date

.....  
Agent's Name (Please print)

.....  
Agent's Signature/Date

**PLEASE NOTE:** Only a complete Tenancy Application will be processed for approval. As such, please ensure:

- All required fields are correctly complete
- All areas requiring a signature are signed to acknowledge that they been read and understood
- All identification required is supplied as per supplied “Notice to All Tenancy Applicants”
- That **one** complete application has been provided for **each person** who wishes to be on the lease
- That you understand the **only** rent payment options provided are Bpay, EFT or branch deposits