Bhpartners
Phone: 8569 1003 or 8389 7555
Fax: 8569 2321 RLA: 46286
Email: rentals@bhprealestate.com.au
Website: www.bhprealestate.com.au

Thank you for considering renting your next home through bhpartners.
It is our policy that any person considering a rental property managed by our business provides a fully completed Application For Residential Tenancy.
Our staff will not show a property to a potential tenant without this part of our processing being completed.

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT- TO CONSIDER YOUR APPLICATION, WE REQUIRE YOU TO:
* **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated.

WE CANNOT PROCESS THIS FORM
UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.

- ☐ Read and Sign the **Privacy Act Acknowledgment Form**
- ☐ **Provide identification to pass our 100 POINT CHECK**

PROOF OF IDENTIFICATION- 100 POINT CHECK

WE REQUIRE EACH APPLICANT TO PROVIDE THE FOLLOWING IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE.

CATEGORY	IDENTIFICATION REQUIRED FROM EACH APPLICANT	POINT VALUE
1	Current Agent Rent Ledger/Record	50
1	Current Passport (Only if Non-Australian Resident)	40
1	Latest Telephone Account (Landline Only)	40
1	Latest Electricity Account or Gas Account (With Residential Address)	40
1	Current Driver's License with Photo	40
2	Proof of Age Card with Photo	40
2	Tertiary Education Card Photo Identification	30
2	Current Vehicle Registration	30
2	Current Passport (Australian Resident)	40
3	Medicare Card	40
3	Citizenship Certificate	40
3	Birth Certificate	40
3	Debit/Credit Card (Photocopy)	40

Processing and Application Acceptance/Non Acceptance

PROOF OF IDENTIFICATION- 100 POINT CHECK

☐ Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
This is always a landlord decision.

☐ **IMPORTANT- We are unable to give any reason for non-acceptance if your application is not approved for tenancy**

☐ Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the money by postal order or cheque.**

☐**Water Charges may also apply- please check with the property manager.**

☐ It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.

PLEASE READ AND COMPLETE THIS FORM CAREFULLY

bhpartners Application For Tenancy Form

For Your application to be processed, please ensure that you answer all questions and sign where requested.

A. Property and Other Details

1. What is the address of the property you are interested in renting? _____

2. Lease Term? _____Years _____Months

3. How many tenants/persons will occupy the property? [ ] Adults [ ] Children [ ] Ages of Children

4. Please provide details of any Pets:- Type of Pet/Breed and the Age of Pet_____
_____

5. Do you or any other occupant smoke? Yes/No _____

6. Car/Motor Vehicle Details:- Please provide details of any/all vehicles that will be at the property including trailers/caravans:- Vehicle Type & Registration _____

Please Note that any occupant of the property who is over 18 years of age must be included in this application and identification will be required.

B. Applicant 1 Details

7. Title:- Please Circle Your Preferred Title
   Mr / Ms / Miss / Mrs / Other _____
8. Surname:-
   _____
9. Given Name/Names
   _____
10. Date of Birth : _____/_____/_____
11. Drivers Licence Number:-_____
12. Drivers Licence Expiry Date:- _____
13. Drivers Licence State:-
14. Passport Number & Country:_____
15. Pension Number:-_____
16. Pension Type:- _____
17. Medicare Number:-_____

C. Applicant 1 Contact Details

18. Home Phone No. _____

19. Mobile Phone No._____

20. Work Phone No._____

21. Email Address:
_____

D. Applicant 1 Address History

22. What is Your Current Address?
_____
How long have you lived at this address?
_____Years _____Months
23. Why are you leaving this address?
_____
24. How much rent are/were you paying at this property? $_____per week
25. Please provide the landlord/agent name and phone number:-
Business Name:_____
Agent/Property Manager Name:_____
Phone No. _____
26. What was your previous residential address?
_____
_____
How long did you live at this address?
_____Years _____Months
27. Please provide the landlord/agent name and phone number:-
Business Name:_____
Agent/Property Manager Name:_____
Phone No. _____

E. Applicant 1 Employment History

28. Please provide your current employment details:- What is your occupation?

_____

29. Are you employed :- Full/Part Time/Casual
30. Employer's Business/Company Name?

_____

31. Address of Employment?

_____

32. We are required to confirm your income & your employment. Please provide best contact details for us to do this:-
Name:-_____Phone:-_____
33. Length Of Employment: _____Years/M
34. Net Income:_____Annual/Weekly
35. Please provide previous employment details:-
What was your occupation?

_____

36. Were you employed :- Full/Part/Casual
37. Employer's Business/Company Name?

_____

38. Address of Employment?

_____

39. We are required to confirm your income & your employment. Please provide best contact details for us to do this:-
Name:-_____Phone:-_____
40. Length Of Employment: _____Years/M
41. Net Income:_____Annual/Weekly

F. Applicant 1 Personal References/Contacts

42. In the event we are unable to contact you, please provide the best emergency contact:-
Name:_____
Realtionship to you:_____
Phone No.:_____
43. Please provide 2 personal references, not related to you:-
Given & Surname:_____

_____

Relationship to you:_____
Phone No. _____
Given & Surname:_____

_____

Relationship to you:_____
Phone No. _____

G. Applicant 2 Details

44. Title:- Please Circle Your Preferred Title
Mr / Ms / Miss / Mrs / Other _____
45. Surname:-

_____

46. Given Name/Names

_____

47. Date of Birth : _____/_____/_____
48. Drivers Licence Number:-_____
49. Drivers Licence Expiry Date:- _____
50. Drivers Licence State:-
51. Passport Number & Country:_____
52. Pension Number:-_____
53. Pension Type:- _____
54. Medicare Number:-_____

H. Applicant 2 Contact Details

55. Home Phone No. _____
56. Mobile Phone No._____
57. Work Phone No._____
58. Email Address:

_____

I. Applicant 2 Employment History

59. Please provide your current employment details:- What is your occupation?

_____

60. Are you employed :- Full/Part Time/Casual
61. Employer's Business/Company Name?

_____

62. Address of Employment?

_____

63. Please provide best contact details:-
Name:-_____Phone:-_____
64. Length Of Employment: _____Years/M
65. Net Income:_____Annual/Weekly
66. Please provide previous employment :-
Occupation_____
67. Were you employed :- Full/Part/Casual
68. Employer's Business/Company Name?

_____

69. Address of Employment?

_____

70. Please provide best contact details:-
_____Phone:-_____
71. Length Of Employment: _____Years/M
72. Net Income:_____ Annual/Weekly

J. Applicant 2 Address History

73. What is Your Current Address?

_____

How long have you lived at this address?

_____Years _____Months

74. Why are you leaving this address?

_____

75. How much rent are/were you paying at this property? $_____per week

76. Please provide the landlord/agent name and phone number:-

Business Name:_____

Agent/Property Manager Name:_____

Phone No. _____

77. What was your previous residential Address?

_____

How long did you live at this address?

_____Years _____Months

78. Please provide the landlord/agent name and phone number:-

Business Name:_____

Agent/Property Manager Name:_____

Phone No. _____

K. Applicant 2 Personal References/Contacts

79. In the event we are unable to contact you, please provide the best emergency contact:-

Name:_____

Realtionship to you:_____

Phone No.:_____

80. Please provide 2 personal references, not related to you:-

Given & Surname:_____

_____

Relationship to you:_____

Phone No. _____

Given & Surname:_____

_____

Relationship to you:_____

Phone No. _____

L. Utility Connections

YourPorter
Connections, powered by iSelect

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- ☐ Electricity
- ☐ Gas
- ☐ Internet
- ☐ Telephone
- ☐ Pay TV
- ☐ Health
- ☐ Car
- ☐ Home & Contents
- ☐ Life
- ☐ Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and http://www.iselect.com.au/privacy-policy/ YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____

Date: _____

M. Declaration

I/we understand that at the time of submitting this application that I/we are indicating our interest in renting with the agent the property as hereby mentioned, and that this application is not binding by us and or/the agent until we have viewed the premises and the agent/landlord has confirmed that an offer is being made to me/us to rent/lease the premises.

I/We hereby offer to rent the property from the agent/owner under a lease to be prepared by the agent. Should this application be accepted and after I/we have acknowledged that the property is acceptable to us after such time that we/or persons agreed by us (if unable to inspect due to our current location ie interstate/overseas) have viewed the premises that we intend to rent/lease the premises at the advertised rent and conditions unless agreed and confirmed in writing/email by the agent differently. This application is subject to the approval of the owner/landlord. I declare that all information contained in the application is true and correct and given of my own free will. I declare that I am not bankrupt.

I authorise the agent to obtain personal information from:
a) The owner and/or agent of my current and/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 agent's/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my 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 Tribunal/Courts & Statutory Authorities (where applicable)
f) refer to collection agents/lawyers (where applicable)
g) complete a credit check with NTD (National Tenancies Database) and/or (TICA)

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

X

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Signature Date

X

--- ---

Signature Date

PUBLIC ENQUIRY DEPARTMENT
P.O. BOX 120
CONCORD NSW 2137
TEL: 190 222 0346
Calls charged at $5.45 per minute, higher from mobile and payphones
ABN: 84 087 400 379

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

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: ___/___/20____

Name: _____
Signature: _____
Date: ___/___/20____