

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: _____

Relationship 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: _____

Relationship 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

FREE Utility Connection Service - with a difference!



Electricity Gas
Internet Phone
Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au

P: 1300 911 947 www.movemein.com.au

We assist you to connect all the services you may need when moving home saving you valuable time and money during the busy moving period.



Our services

- Energy** - Huge choice of suppliers, compare and connect online in minutes*
- Internet/Pay TV** - Pick your brand and pick your plan
- Insurance** - get a competitive quote, quick and easy online
- Removals** - obtain quotes to move or store your items. Options to suit most budgets.
- Solar and Battery** - find the best options and get quote to install

- Save Time** - Don't waste time on the phone/Internet researching all the different suppliers you need - we have done it for you
- Save Money** - Large panel of suppliers with some of the best in market discounted offers
- Simple Comparisons** - Easily view and compare providers and pick the best deal for you
- Connect** - Simple online sign up process taking average of 5 mins to sign up to energy + other services
- Disconnect** - We can assist you to disconnect your old services with our growing list of authorised suppliers
- Bonus** - Connect to receive a Domino's Pizza meal delivered on us*



E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

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 may access personal information on the contact details above.

X

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____