

Tenancy Application Form



105 – 107 Macquarie Street Dubbo NSW 2830
P. (02) 6882 3544 F. (02) 68847009 e. enquiries@petermilling.com.au

REQUIRED DOCUMENTS – (The following documents *MUST* be provided for the application to be accepted for processing.)

Photo ID (100 Points)

Primary Requirement -

- Drivers License (70 Points)
- Passport (70 Points)
- Proof Of Age Card (50 Points)

Secondary Requirement -

- Australian Bank Card (30 Points)
- Council Rates Notice (30 Points)
- Birth Certificate (30 Points)

- Student ID Card (20 Points)
- Utility Bill (20 Points)
- Medicare Card (20 Points)

Proof of Income – Most Recent

- Bank Statement
- 2 x Pay Slips
- Centrelink Statement
- Letter Of Employment Agreement

Application MUST have -

- One Application Per Person
- Pet Application (If applicable)
- Current & Previous Residential Address
- Signed Privacy Agreement

Reference Checks –

- 2 x Written References
- Rental Ledger

RENTAL PROPERTY -

Address 1: _____ Inspected: _____
 Address 2: _____ Inspected: _____
 Address 3: _____ Inspected: _____

LEASE DETAILS –

Lease Term Preferred: Three Months Six Months Twelve Months + Twelve Months

Lease Commence Date: _____

How did you find out about this property?

- Newspaper
- Website
- Rental List
- Walk-In
- Other

APPLICANT DETAILS –

Full Name: _____ Previous Name: _____
 Date of Birth: _____ Place of Birth: _____
 Drivers License Number: _____ Passport Number: _____
 Mobile Number: _____ Home Number: _____ Work Number: _____
 Email Address: _____ Preferred Contact Method: _____

OTHER PERSONS TO OCCUPY PROPERTY - (INCLUDING CHILDREN)

Name: _____ D.O.B _____ Relationship: _____
 Name: _____ D.O.B _____ Relationship: _____
 Name: _____ D.O.B _____ Relationship: _____

Are you a smoker? Yes No Do you have any Pets? Yes No

If Yes – Please Fill In Attached Pet Application Form.

EMERGENCY CONTACT - (Not living with you)

Name: _____ Relationship: _____
 Address: _____
 Home Number: _____ Mobile: _____ Email: _____

NEXT OF KIN - (Not living with you)

Name: _____ Relationship: _____
 Address: _____
 Home Number: _____ Mobile: _____ Email: _____

CURRENT EMPLOYMENT -

Employer Name: _____

Full Time Part Time Casual Contract

Employment Address: _____ Length of Employment: _____

Employer Contact Number: _____ Role/Position: _____

Net Income: _____

Currently I am paid on the _____ of each week/fortnight/month (circle relevant)
(Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday)

PREVIOUS EMPLOYMENT -

Employer Name: _____

Full Time Part Time Casual Contract

Employment Address: _____ Length of Employment: _____

Employer Contact Number: _____ Role/Position: _____

Net Income: _____

Currently I am paid on the _____ of each week/fortnight/month (circle relevant)

SELF EMPLOYED -

Company Name: _____ ABN: _____

Address: _____

Nature of Business: _____

Annual Income: _____

Accountant Details: _____ Phone: _____

CENTRELINK DETAILS -

Pension Type: _____ Payment Amount: _____ Weekly or Fortnightly

Pension Type: _____ Payment Amount: _____ Weekly or Fortnightly

Pension Type: _____ Payment Amount: _____ Weekly or Fortnightly

PERSONAL REFERENCES -

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

VEHICLE DETAILS -

How Many Vehicles will be kept at the property? _____

Registration Number/s: _____ State: _____ Model: _____

Registration Number/s: _____ State: _____ Model: _____

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CURRENT RENTAL HISTORY –

Property Address: _____ Rent Per Week \$ _____

Period of Tenancy: From ____/____/____ to ____/____/____

Agent / Landlord: _____

Phone: _____ Fax: _____ Email: _____

Reason for Vacating: _____

PREVIOUSLY RENTAL HISTORY –

Property Address: _____ Rent Per Week \$ _____

Period of Tenancy: From ____/____/____ to ____/____/____

Agent / Landlord: _____

Phone: _____ Fax: _____ Email: _____

Reason for Vacating: _____

HOME OWNERSHIP HISTORY –

Property Address: _____

Period of Ownership: From ____/____/____ to ____/____/____

Did you sell the property? _____ Date of Sale: _____

Selling Agent: _____ Phone: _____

HOME OWNERSHIP HISTORY –

Property Address: _____

Period of Ownership: From ____/____/____ to ____/____/____

Did you sell the property? _____ Date of Sale: _____

Selling Agent: _____ Phone: _____

NEVER RENTED BEFORE – (Resided with Family/Friends Only)

Property Address: _____

Period of Occupancy: From ____/____/____ to ____/____/____

Contact Details of Property Owner: _____

In accordance with the Privacy Act, I/we the undersigned authorise the Contact Details provided above to give information to Peter Milling & Company regarding my/our rental history.

I/we understand this information will be used to assess my/our application.

Name: _____ Signature: _____ Date: _____

PRIVACY STATEMENT - 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: Peter Milling & Company PHONE: (02) 6882 3544 ADDRESS: 105-107 Macquarie Street, Dubbo NSW 2830 EMAIL: enquiries@petermilling.com.au**

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

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 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 Agencies to assess the risk to our clients

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

- Tradespeople to contact you for repairs and maintenance to the property
- Refer to Tribunal or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- 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.

TICA 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 enquiries 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 in the following ways: Phone: 1902 220 346 (calls are charged at \$5.45 per minute including GST – higher for mobile or pay phone). Mail: TICA Public Inquiries, PO Box 120 Concorde NSW 2137 (a fee of \$14.30 plus stamped self addressed envelope is required).

Primary Purpose TICA collects information for 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 licence 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 under Tenant Information and Privacy Policies or by contacting TICA on our helpline 1902 220 346 (calls charged at \$4.50 per minute including GST – higher from mobile or payphone). 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.

SIGNATURE: _____ NAME: _____ DATE: _____

WITNESS SIGNATURE: _____ WITNESS NAME: _____ DATE: _____

Pet Application Form

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If you are applying for a property and have pet/s it is a requirement of Peter Milling & Company that ALL pets must have an application and photo submitted for approval by the Owner/s. For any additional pets, please fill in another form.

PET DETAILS – Animal Type: _____ Breed: _____ Age: _____

Desexed: Yes / No Sex: Male / Female Is this Animal Vet Checked Regularly: Yes / No

Lifestyle of animal: Inside Animal Outside Animal Caged Animal

Council Registration Number: _____

Animal Description (*Size, Colour, Features etc*): _____

Is this animal known or registered as a dangerous or menacing animal with any Local Council? (If Yes, please provide details)

PET DETAILS – Animal Type: _____ Breed: _____ Age: _____

Desexed: Yes / No Sex: Male / Female Is this Animal Vet Checked Regularly: Yes / No

Lifestyle of animal: Inside Animal Outside Animal Caged Animal

Council Registration Number: _____

Animal Description (*Size, Colour, Features etc*): _____

Is this animal known or registered as a dangerous or menacing animal with any Local Council? (If Yes, please provide details)

Terms and Conditions - Tenants are solely responsible for the health and welfare of their pets. If the animal that belongs to the tenant sustains an injury or sickness on the property the Landlord and Landlords Agent accept no responsibility; If the landlord or Landlords Agent believes that a pet kept in their property has been neglected or abandoned, they will report the case to an appropriate animal welfare organisation; All pets must be vaccinated and regularly treated for fleas and worms (if appropriate). Tenants may be required to provide evidence of this from their veterinary surgeon; Tenants are responsible for keeping all areas of the property clean and free from parasites, such as fleas. In prevention of Fleas in the Carpets and lawns, tenants agree to have the property Fumigated by a Qualified Pest Controller on a twelve monthly basis.; Tenants must ensure that their pets do not cause a nuisance to neighbours or visitors. This includes excessive noise and damage to other people's property. Dogs must be kept under control. Should we receive complaints about the animal on the premises, you will be contacted immediately by the Landlords Agent; Pets are strictly NOT allowed inside the property, should it be found that you have kept the pet inside at any given time, the Landlords Agent will advise you to remove the dog immediately from the property and any damaged caused will be paid in full by the tenants listed on the Residential Tenancy Agreement; Tenants may not breed or offer for sale any animal in this property; Tenants who wish to obtain an additional pet after moving into the property must apply for permission in writing to the landlord or letting agent; Any damages caused to the property externally or internally by any animals owned by the Tenants will be required to be repaired back to the original standard at the tenant's expense.

By Signing this Form, you agree to the terms and conditions of pets in rental properties.

Name: _____ Signature: _____ Date: _____