

# APPLICATION FORM

## AGENT DETAILS

Maryanne Birch Real Estate  
 141 Riding Road Hawthorne QLD 4171 ABN: 80 158 072 791  
 Phone: 07 3899 1888 Fax: 07 3395 7246  
 Email: [reception@maryannebirch.com.au](mailto:reception@maryannebirch.com.au)  
 Web: [www.maryannebirch.com.au](http://www.maryannebirch.com.au)



**ATTENTION** : Your application will **NOT** be processed until you have provided the following **ESSENTIAL INFORMATION**

1. Photocopy of your Drivers Licence or 18 + Card
2. Proof of income eg. Payslip, Letter of Appointment or Bank Statement
3. Proof of current residential address eg. Electricity, Telephone account or Council Rates notice
4. Contact details of your Next of Kin ( refer to item 7 )

PLEASE NOTE : If we approve your application you will be required to sign a Tenancy Agreement and pay an amount equal to two (2) weeks rent within 48 hours. The Bond plus 2 weeks rent must be paid in full before commencement of the Tenancy. Cash will not be accepted by our office. Bank or personal cheque, money order or direct deposit into our trust account only.

KEYS to the property will not be provided before the tenancy commencement date under any circumstances.

## 1. PROPERTY DETAILS

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

|          |
|----------|
|          |
| Postcode |

Property Rental

\$  per week

Bond

\$

Lease commencement date?

Day  Month  Year

Lease term?

Years  Months

How many people will normally occupy the property?

Adults  Children

## 2. PERSONAL DETAILS

Please provide your details

Mr  Mrs  Ms  Miss  Other

Surname  Given Name / s

Date of Birth

Driver's Licence (18+ card) No.  Drivers Licence ( State )

Passport No.  Passport Country

Pension No. (if applicable)  Pension type (if applicable)

Please provide your contact details

Home Phone  Mobile Phone

Work Phone  Fax

Email Address



A free service that connects all your utilities

Please tick as required...

Electricity  Gas  Phone  Internet  Pay T.V.

**Once Direct Connect has received this application they will call you to confirm the details.**

### DIRECT CONNECT - DECLARATION AND EXECUTION

By signing this application, the Applicants consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this Application to utility providers for this purpose; acknowledge having been provided with Terms and Conditions of Supply of Direct Connect and having read and understood them together with the privacy collection notice in part 6 of the Application; declare that all the information contained in the Application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Amendment (Private Sector) Act 2000, Direct Connect will ensure that all personal information obtained about us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; consent to Direct Connect disclosing confirmation details to the Agent (including NMI, telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect, its officers, servants and agents and hold them indemnified in respect of any changes whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, that Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to any person or property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in, or failure to connect or disconnect or provide the nominated utilities; acknowledge that whilst Direct Connect is a free service you may be required to pay standard connection fees or deposits required by various utility providers.

P: 1300 664 715 F: 1300 664 185 W: [www.directconnect.com.au](http://www.directconnect.com.au)

## PRIVACY DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that this application is subject to the approval of the owner/lessor. I declare that all information contained in this application (including the reverse side) 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:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s;
- any record, listing or database of defaults by tenants;

If I default under a rental agreement, 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

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow organizations/tradespeople to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)

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 / /

### 3. PREVIOUS RENTAL HISTORY

What is your **CURRENT** residential address?

|          |  |
|----------|--|
|          |  |
| Postcode |  |

How long have you lived here?

|  |       |  |        |  |   |  |   |
|--|-------|--|--------|--|---|--|---|
|  | Years |  | Months |  | / |  | / |
|--|-------|--|--------|--|---|--|---|

Lease Expiry Date

Why are you leaving this address?

|  |
|--|
|  |
|--|

Name of Real Estate Agent or Landlord

|  |
|--|
|  |
|--|

Agent / Landlord Phone

|  |
|--|
|  |
|--|

Rent paid per week

|    |  |    |
|----|--|----|
| \$ |  | pw |
|----|--|----|

What was your **PREVIOUS** residential address?

|          |  |
|----------|--|
|          |  |
| Postcode |  |

How long did you live at this address?

|  |       |  |        |  |   |  |   |
|--|-------|--|--------|--|---|--|---|
|  | Years |  | Months |  | / |  | / |
|--|-------|--|--------|--|---|--|---|

Lease expiry date

Name of Real Estate Agent or Landlord

|  |
|--|
|  |
|--|

Agent / Landlord Phone

|  |
|--|
|  |
|--|

Rent paid per week

|    |  |    |
|----|--|----|
| \$ |  | pw |
|----|--|----|

Was bond refunded in full?

|  |
|--|
|  |
|--|

If not why not?

|  |
|--|
|  |
|--|

### 5. CONTACTS / REFERENCES

Please provide a contact in case of **EMERGENCY**

Surname

|  |
|--|
|  |
|--|

Given Name / s

|  |
|--|
|  |
|--|

Relationship to you

|  |
|--|
|  |
|--|

Phone

|  |
|--|
|  |
|--|

Please provide two (2) personal references ( not related to you )

1. Surname

|  |
|--|
|  |
|--|

Given Name / s

Relationship to you

|  |
|--|
|  |
|--|

Phone

|  |
|--|
|  |
|--|

2. Surname

|  |
|--|
|  |
|--|

Given Name / s

Relationship to you

|  |
|--|
|  |
|--|

Phone

|  |
|--|
|  |
|--|

### 7. NEXT OF KIN This information must be provided

1. Surname

|  |
|--|
|  |
|--|

Given Names

2. Address

|  |
|--|
|  |
|--|

Relationship to you

|  |
|--|
|  |
|--|

Phone

|  |
|--|
|  |
|--|

### 4. EMPLOYMENT HISTORY

Please provide your **CURRENT** employment details

Your current occupation

|  |
|--|
|  |
|--|

Full Time / Part Time / Casual

|  |
|--|
|  |
|--|

Employer's name / Business Name & ACN No / Centrelink details  
(Please complete your relevant details)

|  |
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|  |
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Employer's Address

|  |
|--|
|  |
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Postcode

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Contact Name

|  |
|--|
|  |
|--|

Phone

|  |
|--|
|  |
|--|

Length of Employment

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

Net Income

|    |  |
|----|--|
| \$ |  |
|----|--|

Please provide your **PREVIOUS** employment details

Occupation?

|  |
|--|
|  |
|--|

Full Time / Part Time / Casual

|  |
|--|
|  |
|--|

Employer's Name:

|  |
|--|
|  |
|--|

Length of Employment

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

Net Income

|    |  |
|----|--|
| \$ |  |
|----|--|

If self employed please provide Accountant's details

Contact

|  |
|--|
|  |
|--|

Phone

|  |
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|  |
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### 6. OTHER INFORMATION

Car Make / Registration / State

|  |
|--|
|  |
|--|

Smokers ? Yes / No

Pets? Breed / Type / Council Registration No

|    |  |
|----|--|
| 1. |  |
| 2. |  |

Name & ages of **ALL** occupants (including children) other than the applicant who will occupy these premises?

|  |
|--|
|  |
|  |

If student - name of TAFE, University OR College

|  |
|--|
|  |
|--|

Faculty / Course

|  |
|--|
|  |
|--|

ID Number

|  |
|--|
|  |
|--|

Upon signing this Application Form you are acknowledging you have been provided with a Form 18A ( tenancy agreement ) and the special terms relating to the property

SIGNATURE

|  |
|--|
|  |
|--|

DATE

|  |   |  |   |  |
|--|---|--|---|--|
|  | / |  | / |  |
|--|---|--|---|--|

## **PRIVACY ACT ACKNOWLEDGEMENT FORM**

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 can not process your application.

Member Name: Maryanne Birch Real Estate  
Address: PO Box 9, Morningside QLD 4170  
Ph: 07 3899 1888 Fax: 07 3395 7246  
Email: [reception@maryannebirch.com.au](mailto:reception@maryannebirch.com.au)

### **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. 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

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

- Tradespeople 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.

### **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 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 \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 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.

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 \$ 5.45 per minute including GST (higher from mobile and pay phones)

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.

## **APPLICANT**

Name ..... Signature ..... Date / /

Witness Name ..... Signature ..... Date / /