

## TENANT'S PERSONAL INFORMATION FORM

for Tenancy Application *Residential Tenancies Act*

### TO BE COMPLETED BY EACH TENANT

#### Personal Details

First name \_\_\_\_\_ Surname \_\_\_\_\_ Phone work \_\_\_\_\_  
Mobile \_\_\_\_\_ Email 2 \_\_\_\_\_  
Email \_\_\_\_\_ Australian \_\_\_\_\_  
Date of Birth \_\_\_\_\_ ☒ Yes ☐ No  
Driver's Licence \_\_\_\_\_ State \_\_\_\_\_  
Passport No \_\_\_\_\_ Country \_\_\_\_\_  
Centrelink Ref ID \_\_\_\_\_ Payment Type \_\_\_\_\_  
Vehicle Model/year \_\_\_\_\_ Reg No. \_\_\_\_\_  
Pets \_\_\_\_\_ Type/Breed \_\_\_\_\_

#### Tenancy History

Present address \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_

Reason for leaving this address? \_\_\_\_\_

Agent/Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Previous address \_\_\_\_\_

How long did you live at previous address? \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_

Reason for leaving this address? \_\_\_\_\_

Agent/Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Was Bond refunded in full? ☐ Yes ☐ No, if No – reasons why \_\_\_\_\_

**Self Employed** ☐ Yes ☐ No **Student** ☐ Yes ☒ No

#### Employment History

Employer 1 \_\_\_\_\_ Phone No \_\_\_\_\_

Occupation \_\_\_\_\_ ☐ Full Time ☐ Part Time ☐ Casual

Period of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_

Previous Employer 2 \_\_\_\_\_ Phone No \_\_\_\_\_

Occupation \_\_\_\_\_ ☐ Full Time ☐ Part Time ☐ Casual

Period of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_

#### References – two personal/business references (not related to you)

Name 1 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Name 2 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

### Emergency Contacts

Name 1 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Name 2 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

### My Financial Institution Details (for repayments in future and to verify payments in)

Bank \_\_\_\_\_ Account Name \_\_\_\_\_

BSB \_\_\_\_\_ Account No \_\_\_\_\_

### Disclaimer / Authority

I hereby offer to rent the property from the owner on the attached Application and or any future Application I acknowledge that any application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

I AUTHORISE the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

TICA	Address: PO Box120, Concord NSW 2137 Telephone: 1902 220 346 Facsimile: (02) 9743 4844 Website: <a href="http://www.tica.com.au">www.tica.com.au</a>	TRA	Address: PO Box 372 Rose Bay NSW 2029 Telephone: 02 9363 9244 Facsimile: 02 9329 2861 Website: <a href="http://www.tradingreference.com">www.tradingreference.com</a>
NTD	Address: GPO Box13294, George Street 120, Brisbane QLD 4003 Telephone: 1300 563 826 Facsimile: (07) 3009 0619 Website: <a href="http://www.ntd.net.au">www.ntd.net.au</a>	Other:	

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name.

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. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

### ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

\_\_\_\_\_  
Signature Tenant

Date: \_\_\_\_\_

*my Verification of Identity details are on the next page attached*

*tick or cross the applicable boxes*

## Verification of Identity of

Name \_\_\_\_\_

### 100 Point Check – by Agent

Before any application will be considered, each applicant must achieve a minimum of 100 check points. Should you not be able to meet the 100 check points please speak to the Agent. This information needs to be photocopied prior to submitting the application.

**Proof of Identity** – you must provide one of the following:

Driver's Licence OR  
Passport OR  
Birth Certificate + Photo ID

☐ 50 points

**Proof of Income** – you must provide at least one of the following:

Last Pay Advice OR  
Current Centrelink Statement OR  
Current Bank Statement  
(must show sufficient funds to meet rental payments)

☐ 30 points

### Supporting Documentation

you must provide at least **30 points** of the following documentation:

Current Rental Ledger (from last Managing Agent)
Last 2 Rent Receipts
Two Written References
Recent Rates Notice
Vehicle Registration papers
Current Electricity/Phone Account

☐ 40 points

☐ 20 points

☐ 20 points

☐ 30 points

☐ 10 points

☐ 10 points

**Minimum of 30 points required**

**Note:** If you are renting for the first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted.