



## 100 POINTS OF IDENTIFICATION

Prior to any tenancy Application being considered, we require EACH applicant to provide sufficient identification, totaling 100 points.

*We require you to have at least ONE item from EACH section.*

### INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

*Please ensure that you have read and signed every page.*

**Section One – Photo Identification – at least one form of current photo ID is required.**

Drivers Licence	50 POINTS	
Passport	50 POINTS	
Proof of Age Card (18+ Card)	50 POINTS	

**Section Two – Proof of income – all sources of income must be provided for.**

Current Pay Slips	20 POINTS	
Centrelink Income Statement	20 POINTS	
Superannuation Statement	20 POINTS	
Bank Statement	20 POINTS	

**Section Three – Previous Accommodation Records – each address included must be provided for**

Tenancy Agreement	20 POINTS	
Tenant Ledger	20 POINTS	
Previous Four Rent Receipts	20 POINTS	
Rental Bond Receipt	20 POINTS	
Rates Notice	20 POINTS	
Settlement Statement	20 POINTS	

**Section Four – Other sources of Identification**

Medicare Card	10 POINTS	
Pension Card	10 POINTS	
Utilities Account	10 POINTS	
Birth Certificate	10 POINTS	
Motor Vehicle Registration	10 POINTS	

**ATTENTION – please read through this application carefully and answer questions in as much detail as possible. Your failure to do so may void your application.**

**All applications are processed through Tenancy Information Databases.  
Please allow 24-48 hours for us to process your application.**

**ONCE YOUR APPLICATION HAS BEEN APPROVED – WE REQUIRE YOU TO PAY 3 (THREE) WEEKS RENT (via Bank Cheque or Money Order) AND TO SIGN YOUR TENANCY AGREEMENT WITHIN 24 HOURS OF YOUR APPLICATION BEING APPROVED.**

**YOUR BOND = 4 WEEKS RENT MUST ALSO BE PAID PRIOR TO YOUR MOVE IN DATE.**

Woody Point Professionals  
100 Oxley Avenue, Woody Point  
PH: 3284 3028 FAX: 3883 4788

# PRIVACY DISCLOSURE STATEMENT OF G W IVES TRADING AS PROFESSIONALS WOODY POINT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy default by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database at its website at [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our Privacy Officer (see attached). If you do not complete this form or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant property, or your application may be rejected.

## PRIVACY CONSENT

I, the applicant, acknowledge that I have read the Privacy Notice of G W Ives Trading as Professionals Woody Point. I authorise the said agent to collect information about me from:

- ✚ My previous letting agent and/or landlord;
- ✚ My personal referees; and
- ✚ Any tenancy default database (including TICA/Barclays), which may contain personal information about me. I also authorise the said agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I authorise Professionals Woody Point to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. I also authorise Professionals Woody Point to refer my details to any arranger of:

- ✚ Financial services products;
- ✚ Insurance services;
- ✚ Utilities.

### DATED:

.....  
Name of Applicant

.....  
Name of Applicant

.....  
Signature

.....  
Signature

## APPLICATION FOR RESIDENTIAL TENANCY

- ✚ I/We acknowledge that we received from the lessor or his agent, Forms 17A and 18A before signing this Application.
- ✚ I/We acknowledge that both the lessor and I/we, as tenant/s, are bound by this Application immediately on communication of the lessor's or his agent's acceptance of it.
- ✚ In order to process this Application, all questions must be answered fully. The completion of this Application is not an acceptance. Failure to fully complete this Application may result in the Application not being processed.

**PROPERTY ADDRESS APPLYING FOR:**.....

**First Applicant**.....

**Driver's Licence No.**..... **D.O.B.**.....

**Home Phone**..... **Work Phone**..... **Mobile**.....

**Second Applicant**.....

**Driver's Licence No.**..... **D.O.B.**.....

**Home Phone**..... **Work Phone**..... **Mobile**.....

Full name/s of all other persons who will occupy the property – (show ages of all children.)  
(All Applicants, other than those named above, must complete a separate Application form.)  
.....

**Pets** – list any pets owned – state breed  
Are the pets registered with the Council? Yes/No Which Council?.....

**Total number of vehicles to be kept at premises**  
Car Registration No..... Model.....  
Is the car owned or under hire purchase..... Company.....  
Car Registration No..... Model.....  
Is the car owned or under hire purchase..... Company.....

- ✚ I/We the abovenamed Applicant/s hereby agree that if I/we are successful in our application for the above-mentioned property, our preferred method of payment for our rent is:

Quickrent Card

Credit Card

**MINIMUM 2 YEARS HISTORY**

**First Applicant**

**Current Address**..... How Long There.....  
Name of Agent or Owner..... Phone No.....  
Reason for Leaving..... Weekly Rent Paid.....  
**Previous Address**..... How Long There.....  
Name of Agent or Owner..... Phone No.....  
Reason for Leaving..... Weekly Rent Paid.....  
**Occupation**..... How Long Employed..... Weekly Wage.....  
**Name of Employer**..... Phone No.....  
If less than 12 months, name & phone of previous employer.....  
**If Self-employed – name of business**..... Gross Weekly Wage.....  
Name of Accountant..... Phone No..... How long self-employed.....

***Please provide a copy of your last year's profit & loss***

**Personal Referees** (do not include relatives)  
Name & Address..... Phone No.....  
Name & Address..... Phone No.....  
**Name of two (2) Relatives or other persons to contact in case of an emergency**  
Name..... Relationship.....  
Address:..... Phone No.....  
Name..... Relationship.....  
Address:..... Phone No.....

Have you ever been evicted by any lessor agent? **Yes/No**  
Have you ever been refused another property by any lessor or agent? **Yes/No**  
Are you in debt to another lessor or agent? **Yes/No**  
Is there any reason known to you that would affect your rent payment? **Yes/No**  
Was your rental bond at your last address refunded in full? **Yes/No**  
If no, what deductions were made?.....

**MINIMUM 2 YEARS HISTORY**

**Second Applicant**

**Current Address**..... How Long There.....  
Name of Agent or Owner..... Phone No.....  
Reason for Leaving..... Weekly Rent Paid.....  
**Previous Address**..... How Long There.....  
Name of Agent or Owner..... Phone No.....  
Reason for Leaving..... Weekly Rent Paid.....  
**Occupation**..... How Long Employed..... Weekly Wage.....  
**Name of Employer**..... Phone No.....  
If less than 12 months, name & phone of previous employer.....  
**If Self-employed – name of business**..... Gross Weekly Wage.....  
Name of Accountant..... Phone No..... How long self-employed.....

***Please provide a copy of your last year's profit & loss***

**Personal Referees** (do not include relatives)  
Name & Address..... Phone No.....  
Name & Address..... Phone No.....  
**Name of two (2) Relatives or other persons to contact in case of an emergency**  
Name..... Relationship.....  
Address:..... Phone No.....  
Name..... Relationship.....  
Address:..... Phone No.....

Have you ever been evicted by any lessor agent? **Yes/No**  
Have you ever been refused another property by any lessor or agent? **Yes/No**  
Are you in debt to another lessor or agent? **Yes/No**  
Is there any reason known to you that would affect your rent payment? **Yes/No**  
Was your rental bond at your last address refunded in full? **Yes/No**  
If no, what deductions were made?.....

**I/We the said Applicant/s declare that all the information contained in this Applicant is true and correct, and that the information is provided of my/our own free will. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this Application for verification of the details provided.**

I/We also confirm the following:

1. I/We inspected the above property on.....day of.....200...
2. I/We wish to apply to rent the above property for a period of.....commencing on .....
3. I/We agree that the rent is \$.....per week/fortnight/month (delete whichever does not apply), provided that the rent is paid on time and in advance. I/We agree that the rental bond is.....
4. I/We the Applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of moneys to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA Default Tenancy Database and any other tenancy databases that may be available.
6. I/We agree and understand that in the event of this Application being rejected, there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this Application.
7. I/We agree and understand that in the event of this Application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database, and any other tenancy databases that may be available. I/We understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I/We agree and understand that in the event of this Application being approved, all initial moneys will be paid to the agent by **MONEY ORDER** or **BANK CHEQUE** only.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as ALL moneys owed are paid in full in accordance with clause 8 above.
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We agree that upon communication of acceptance of this Application by the landlord or its agent, that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/we will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.
13. If you are approved for a property and then pull out after approval one (1) weeks rent will be charged to you.

**Dated**.....

**First Applicant's Signature**..... **Contact No**.....

In the presence of (signature).....

**Second Applicant's Signature**..... **Contact No**.....

In the presence of (signature).....

**OFFICE USE ONLY:**

Personal References Checked:	Yes/No	By Who.....	Date.....
Tenancy Database Checked:	Yes/No	By Who.....	Date.....
Previous Agent/Lessor Checked:	Yes/No	By Who.....	Date.....
Employment Checked:	Yes/No	By Who.....	Date.....
Lessor Notified – APPROVED	Yes/No	By Who.....	Date.....
Applicant notified	Yes/No	By Who.....	Date.....
Property Manager's Signature.....			Date.....

## REQUEST FOR TENANCY REFERENCE

**Attention:** Property Manager **Date:** .....  
**Agency:** .....  
**Tenant's Name:** .....  
**Tenant's Name:** .....  
**Property Address:** .....  
**Period of Tenancy:** ..... **Weekly Rent Paid:** .....

**Please provide following information and a TENANT LEDGER by return fax to 07 3883 4788.**

Is/Are the applicant/s the actual lessee/s at the provided address? YES/NO  
Is/Are the above applicant/s on a lease at present? YES/NO  
If yes, end of lease date. ....  
What date did the tenant/s vacate the property? .....  
During the tenancy, did the tenant/s ever receive a NTR? YES/NO  
If yes, why .....  
During the tenancy, did the tenant/s ever receive a NTL? YES/NO  
If yes, why? .....  
Where there any deductions from the bond? YES/NO  
If Yes, what were they?.....  
Would you rent to this tenant/s again? YES/NO  
If no, why?.....

COMPLETED BY:.....Position:.....

### **Privacy Act Acknowledgement**

In accordance with Section 18n(1)(b) of the Privacy Act, I authorize you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

.....  
Applicant's Name

.....  
Applicant's Signature