



# Michael's

## REAL ESTATE

### TENANCY APPLICATION FORM

Application must include:

- Drivers Licence / 18+ Card or Passport
- 3 most current pay slips and / or Centrelink income statement

100 points of identification in total is required

- |   |    |
|---|----|
| <input type="checkbox"/> Drivers licence (front & back)                         | 40 |
| <input type="checkbox"/> Passport   | 40 |
| <input type="checkbox"/> 18+ card (front & back)                                | 40 |
| <input type="checkbox"/> 3 current pay slips and/or Centrelink income statement | 30 |
| <input type="checkbox"/> Birth certificate                                      | 20 |
| <input type="checkbox"/> Motor vehicle registration certificate                 | 10 |
| <input type="checkbox"/> Bank statement   | 10 |
| <input type="checkbox"/> Telephone / electricity / gas account statement / bill | 10 |
| <input type="checkbox"/> Health care card (front & back)                        | 10 |
| <input type="checkbox"/> Medicare card  | 10 |

Total points must equal to 100 points or more \_\_\_\_\_

! Please note: applicants are to supply their own readable photocopies of documentation required, this application will not be accepted until it is complete, fully signed and all relevant supporting documentation is attached

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address: \_\_\_\_\_

**Application check list - application will not be accepted until all below actions are completed**

- Attached photocopies of 100+ points of identification
- Attached at least one form of photo identification and proof of income
- Viewed property both internally and externally
- Completed all relevant details in application form to the fullest extent
- Read Privacy Disclosure, Collection Notice, Electronic Consent and TICA statement
- Signed and dated pages 1 and 5

**Please Complete**

- Have you ever been evicted by any Lessor or Real Estate Agency? Y / N
- Have you been refused another property by any Lessor or Real Estate Agency? Y / N
- Are you in debt to any Lessor or Real Estate Agency? Y / N
- Is there any reason known to you that would affect your ability to pay rent when due? Y / N
- Is there any reason that would affect your ability to satisfactorily maintain a property? Y / N
- Are you currently, or have you previously been listed on any tenant databases? Y / N
- Has your tenancy agreement been breached in any way in the past? Y / N
- Have you, or do you intend to apply for another property through another Real Estate Agency? Y / N

If you have marked 'YES' to any of the above, please provide details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long do you intend to live in this property? \_\_\_\_\_ Years \_\_\_\_\_ Months

**Property Address:** \_\_\_\_\_ **Date Viewed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Smoker:** Y / N

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Place of Birth:** \_\_\_\_\_ **Sex:** M / F

**Licence number:** \_\_\_\_\_ **Expiry:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **State:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_ **Home number:** \_\_\_\_\_ **Work number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

.....  
**Current Address:** \_\_\_\_\_

**Rent per week:** \$ \_\_\_\_\_ **Bond paid:** \$ \_\_\_\_\_ **Period of occupancy:** \_\_\_\_ Years \_\_\_\_ Months

**Agent/landlord:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**Rent per week:** \$ \_\_\_\_\_ **Bond refunded:** Y / N **Period of occupancy:** \_\_\_\_ Years \_\_\_\_ Months

**Agent/landlord:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**Rent per week:** \$ \_\_\_\_\_ **Bond refunded:** Y / N **Period of occupancy:** \_\_\_\_ Years \_\_\_\_ Months

**Agent/landlord:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

.....  
 Employed     Self Employed     Student     Centrelink

**Other:** \_\_\_\_\_

.....  
**Current Employer:** \_\_\_\_\_

**Your position:** \_\_\_\_\_ **Length of employment:** \_\_\_\_ Years \_\_\_\_ Months

Full Time     Part Time     Casual     Contract    **Take home pay:** \$ \_\_\_\_\_ p/w

**Supervisors Name:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

.....  
**Car make / model:** \_\_\_\_\_ **Rego:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Car make / model:** \_\_\_\_\_ **Rego:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

.....  
**Personal reference:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Personal reference:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Business reference:** \_\_\_\_\_

Occupation: \_\_\_\_\_ Contact number: \_\_\_\_\_

.....  
**Property Occupant:** \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: M / F

**Property Occupant:** \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: M / F

**Property Occupant:** \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: M / F

**Property Occupant:** \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: M / F

.....  
**Outside Pet:** \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_

Council Reg #: \_\_\_\_\_ Age: \_\_\_\_\_ Veterinary: \_\_\_\_\_

**Outside Pet:** \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_

Council Reg #: \_\_\_\_\_ Age: \_\_\_\_\_ Veterinary: \_\_\_\_\_

.....  
I \_\_\_\_\_ wish to apply for the above property to have an initial tenancy period of \_\_\_\_ months,  
at a rental amount of \$ \_\_\_\_\_ p/w commencing on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

## Privacy disclosure statement of Michaels Real Estate

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 Agencies, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and BARCLAY MIS Database. You can find out more information about these databases on their websites [www.tica.com.au](http://www.tica.com.au) and [www.barclaymis.com.au](http://www.barclaymis.com.au). Your consent to us collecting this information is set out below in the Privacy Consent section.

### Collection Notice

The personal information you provide in this application or that our Agency collects from other sources is necessary for **Michaels Real Estate** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application to other parties including the Landlord/s, Referees, other Agencies and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **Michaels Real Estate** and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligation under this agreement, the facts and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other agencies.

You have the right to access personal information that we hold about you by contacting our office on 4152 1600 / [rentals@michaelsrealestate.com.au](mailto:rentals@michaelsrealestate.com.au). You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one week only. If you decide not to collect your application **Michaels Real Estate** will destroy your documents to comply with privacy legislation. If you do not complete this form or do not sign the consent below then your application for Residential Tenancy may not be considered by the owner of the relevant property or if considered, may be rejected due to insufficient information to assess the application.

### Electronic Consent

The Electronic Transactions Act (Queensland) 2001 (Sections 11 and 12) requires a person to provide consent if they agree to receive information via electronic communication. The preferred emails address and mobile number/s for the person is stated on application. By signing below, the person consents to use of electronic communication as per email address and mobile number listed on application as a method of communication with the agent.

### 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 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 to have access to any personal 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 is charged. The TICA group collects information from its members and provided 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 location 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 TICA member in relation to your tenancy, which member you rented through and which members you applied to and which members are seeking you.

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Michaels Real Estate  
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