

APPLICATION FOR TENANCY (One application per tenant)

Address of Premises Applied For:				Date:
Rental Per Week:	\$	No. of Occupants:	Adults:	Children:

List the full name/s and ages of all persons including children who would ordinarily be living at the premises:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

PERSONAL DETAILS

Last Name				D.O.B.	
Given Names					
Spouse/Partner Full Name					
Co - Tenant	Yes	No			
Present Address					
Phone	Home		Business		Mobile
Email					
Next of Kin (who will not be living in the premises)	Name			Phone Nos.	
Pets	Yes	No	Animal/Breed		How Many
Licence No			Expiry Date		Car Rego.No.
<i>A photocopy of your driver's licence or other suitable identification is required to be supplied with this application.</i>					

Preparing Your Application for Tenancy

Once you have inspected a property that meets your requirements, you will be asked to provide us with the following:

- Fully completed and signed Application for Tenancy (one per tenant)
- Proof of current tenancy: rental reference and two current rent receipts
- Current Landlord / Agent's name, address and phone number
- Tenancy History: a ledger printout from your agent
- Name of employer, telephone number and name of person to whom you report and their occupation/capacity
- Name of Institution / University or TAFE if studying
- Statement of income: 3 most current payslips and/or statement from Centrelink
- 3 forms of Identification: one must be photo identification (eg. Driver's licence, passport)
- If you are only able to supply your Birth Certificate, you must also supply a current phone bill and electricity bill (for proof of address)
- Proof of Student Identification, Student Card or completed enrolment form.
- If applying as a company: Accountants letter detailing your ABN, registered company address, date of incorporation.

Note: This organisation is a member of the Tica Default Tenancy Control Pty Ltd

EMPLOYMENT STATUS

Profession/Trade/ Occupation					
Full time	Part time	Casual	Self Employed	Other	(Please circle)
Employer					
Address					
Phone		Contact Name		Period of Employment	

STUDENT STATUS

Institution			
Course Name			
Student Number / ID			
Duration of Course		Commencement Date	

ACCOMMODATION HISTORY

Period of Occupation				
Situation	Rented	Yes	No	Weekly Rent \$
	Owned	Yes	No	(list current details)
Name & address of landlord/agent				
Phone number				
Reason for leaving				
Address of premises				
Any applicable previous rental history				

PERSONAL REFERENCES (Not relatives – if self employed include your Accountant details)

Referee 1 Name		Phone	
Referee 2 Name		Phone	

RENT AND BOND PAYMENT

Rent 2 Weeks @ \$		pw
Plus Bond (4 weeks rent)		
Balance Due		
Less Reservation Fee		
Total Due		

Personal cheques are not acceptable for initial rent or bond payments. Please make bank cheque or money order for Bond payable to 'Accom Nelson Bay T/a Port Stephens Accommodation'. If approved, I would like to commence my lease on the following date and pay a Reservation Fee equivalent to one week's rent. *Should a prospective tenant not proceed with the application, then any Reservation Fee paid shall be returned only on a Pro-Rata basis up to 7 days, subject upon when Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) receives such notification.

Start Date: _____ for a 6 / 12 / _____ month term

Privacy Act 1998 – Collection Notice

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, approved tradespersons, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Application fails to comply with their obligations under that Agreement, that fact and other personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases, authorised trades persons and/or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) at 5 Stockton Street, Nelson Bay, phone (02) 4981 1577. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

ACCOM NELSON BAY PTY LTD, TRADING AS PORT STEPHENS ACCOMMODATION

CONNECTIONS:

This office does not take any responsibility in regard to the status of the telephone, electricity or gas connections. We advise the tenant to make arrangements directly with Telstra on 132200, Energy Australia 131535 or Elgas 131161. The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely on their own enquiries.

I, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I inspected the above mentioned premises and wish to take a tenancy for such period as indicated above and that the rental to be paid is within my means. I undertake to pay a rental bond by bank cheque, money order or EFTPOS upon signing the lease.

I, the applicant, agree that upon being notified of the landlord's acceptance of this application to rent the premises from the Landlord under a Residential Agreement drawn up by the agent and upon signing the Agreement pay the bond and rent amounts due by a method acceptable to the Agent. Such payment to be cleared funds prior to occupancy. This Application for Tenancy, unless accepted, creates no contractual or legal obligation between the parties. I, the applicant, understand that the Agent/Landlord is not required to give an explanation to the applicant for any application not approved.

I, the applicant, hereby agree that the above information is true and correct and that I have physically inspected the property. I am aware that Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) will check the above details AND PERMISSION IS GRANTED TO COLLECT PERSONAL INFORMATION.

By completing this form I acknowledge the details of the Privacy Policy and collection Notice.

Signed: _____

Date: _____

Signed: _____

Date: _____

WHAT HAPPENS NEXT?

- Ensure your application form is fully completed and lodged with Accom Nelson Bay Pty Ltd as soon as possible after you decide to rent one of our managed properties.
- Accom Nelson Bay Pty Ltd checks and confirms all details on your application form.
- Accom Nelson Bay Pty Ltd and the property owner will then evaluate each application on its merits.
- The property owner will then approve the most suitable applicant.
- The successful applicant will then be informed by Accom Nelson Bay Pty Ltd that they are successful and will be required to pay a reservation fee (maximum 7 days rent) immediately to secure the property and organise to sign the lease documents as soon as possible (See details as shown).

In most cases, your application is processed by Accom Nelson Bay Pty Ltd within 48 hours. Sometimes, despite our best endeavours, it could take a little longer for reasons beyond our control. If you have any questions regarding your application, please contact our office.

OFFICE USE ONLY

Check Application is signed as well as the Authority to Collect Personal Information.

This application processed by	
Application duly signed including collection of personal information	
Details collected from prior rental (attached) or relevant comments	
At nominated place of work spoke to	
Employer's comments	
TICA Checked (attached)	
Landlord name & contact details (Verbal / Written / Email)	
Landlord confirms rental amount	\$
Landlord confirms length of tenancy	_____ months
Landlord confirms date of occupancy	/ /
Holding deposit paid	Yes / No (One week's rent)
SPECIAL CONDITIONS	

Application with all details above DECLINED ACCEPTED

Property Manager: _____ Date: _____

AUTHORITY TO COLLECT PERSONAL INFORMATION / RENTAL HISTORY

I/We kindly request you complete the details below pursuant to a Tenancy Application lodged with **Accom Nelson Bay Pty Ltd trading as Port Stephens Accommodation, 5 Stockton St, Nelson Bay NSW 2315, Phone 02 4981 1577, Fax 02 4984 1204**, by one of your current/former tenants. I/we hereby consent to the following questionnaire being completed honestly by former landlord/s and/or managing agents, and returned via fax to Port Stephens Accommodation (**Fax 02 4984 1204**). **Please include a copy of the tenant ledger** and details of my/our rental history, for the purpose of assessing my/our application for tenancy.

Note: The rental history disclosure can include confirmation of rent and rental payment compliance, as well as details of my/our care of the premises and the fulfillment of my/our obligations under the Tenancy Agreement.

Applicants Name/s: _____ Date: _____

Applicants Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

Property Address: _____

Can you confirm that the above tenant/s were/are lease holders/approved occupants at the above mentioned property?	Yes	No
Date the tenancy commenced:	Date tenancy ended:	
Weekly rent amount	\$	
During the tenancy were there any notices to leave or notices to remedy issued?	Yes	No
How many notices to remedy? Reason/s:		
How many notices to leave? Reason/s:		
Were periodic inspections carried out?	Yes	No
Did the tenants take care of the property and have it well presented? Comments:	Yes	No
Were there any complaints received during the tenancy? Comments:	Yes	No
Did the tenants keep pets at the property? Any issues?	Yes	No
Did your office terminate the tenancy? Reason:	Yes	No N/A
Was the property left in a good condition?	Yes	No N/A
Did the tenants receive a full bond refund? List Deductions:	Yes	No N/A
Would you rent to this person again?	Yes	No
Additional comments:		

Completed By: _____ Position: _____

The Privacy Policy and Collection Notice

The *Privacy Act 1988* (Cth)(the **Act**) allows for 'personal information', including 'sensitive information' (which is defined in the Act) about you to be collected, used and disclosed provided we have provided you with notice and in certain circumstances also obtained your consent. In this Privacy Policy and, where appropriate, a reference to 'personal information' includes 'sensitive information'.

We may (from time to time) update, revise, amend or replace this Privacy Policy by posting any changes to it on our website or by giving you any other form of notification. This Privacy Policy is available on our website, at our office and may also be made available to you at any property inspection or when we first communicate with you by email.

How we collect personal information from you

We will collect personal information from you in the following circumstances:

Property Management

- if you are a prospective or current landlord and you want us to manage your property, then we will collect personal information from you in order to identify you and the property;
- if you are a prospective or current tenant, guest and/or you inspect any rental property, then we will collect personal information from you when you attend the property inspection; and
- if you are a prospective or current tenant and you want to rent a property, then we will collect personal information from you, usually at the rental application stage from the rental application and supporting documentation that you supply. If you are the successful tenant then we may also collect personal information from you during the continuation of any tenancy or lease agreement with the landlord.

Sales

- if you are a prospective or current vendor and you want us to act as your sales agent, then we will collect personal information from you in order to identify you and the property;
- if you are a prospective or current purchaser and you inspect any property, then we will collect personal information from you when you attend the inspection; and
- subject to the other provisions of this Privacy Policy, we may also collect personal information from you when you make any other enquiry with us about the property.

How we collect personal information from other sources

We can collect personal information about you from other sources in any manner permitted by the Act. We will only collect personal information from other sources where it is reasonably necessary for us to do so in relation to, or in connection with, any services we are supplying in connection with our real estate agency business. Examples of such sources of personal information include:

- from your agents, insurers and underwriters, contractors, legal, financial and other advisors in relation to or in connection with any tenancy, lease or contract for sale of the property;
- from public registers including those managed by the NSW Land & Property Information;
- from publicly available information;
- from property valuers or related service providers; and
- from our other service providers including any third party that has been authorised to supply us with personal information.

When the law authorises or requires collection of personal information

There are laws that may require us to collect and disclose your personal information. For example, we may be required to collect and disclose your personal information pursuant to the *Property, Stock and Business Agents Act 2002* (NSW), including any regulation under that law.

How your personal information may be used

We may collect and disclose your personal information for the following purposes including:

Property Management

- to identify and/or verify the identity of any prospective or actual landlord, guest or tenant for any property we manage or propose to manage;
- to process and assess any application received in relation to a tenancy or lease of any property;
- to advertise, market and promote any tenancy or lease of any property;
- to negotiate and prepare any tenancy agreement, lease or any other document for any property;
- to liaise and exchange information with the landlord or the tenant as well as their agents, contractors, legal, financial and other advisors in relation to or in connection with any tenancy or lease of the property;
- to manage any tenancy or lease agreement including the collection of rent and other amounts on behalf of the landlord and the preparation of required statements of account;
- to ensure the safety and security of landlords and existing occupiers and of each of their property in connection with the inspection of any property by prospective tenants;

- to comply with any applicable law in connection with the tenancy agreement or lease;
- to confirm whether the landlord or tenant is registered for GST purposes;
- to tell you about any other rental property that we are managing or any other service that we provide, unless you tell us not to (this is referred to as direct marketing);

Sales

- to identify and/or verify the identity of any prospective or actual vendor for any property;
- to advertise, market and promote the sale of any property;
- to negotiate and manage the sale of any property (including to provide non-legal assistance with the exchange of the contracts for the sale of property as well as the preparation of any required statements of account);
- to liaise and exchange information with the vendor, purchaser (including any prospective purchaser) as well with their respective agents, contractors, legal, financial and other advisors in relation to or in connection with the sale of the property;
- to ensure the safety and security of vendors and existing occupiers and of each of their property in connection with auctions and the inspection of any property by prospective purchasers;
- to comply with any applicable law in connection with the sale of the property;
- to confirm whether the vendor or purchaser is registered for GST purposes;
- to tell you about any other property that we are selling or any other service that we provide, unless you tell us not to (this is referred to as direct marketing);

Generally

- to provide statistical and other information to the Real Estate Institute of New South Wales;
- to allow us to run our business efficiently and to perform administrative and operational tasks;
- to comply with any dispute resolution or other legal process;
- to act on behalf of clients in accordance with any agency agreement and to comply with our obligations under that agreement;
- in order to update our records and your contact details;
- to operate controlled money accounts;
- if we enter into or propose to enter into any agreement or arrangement with any party for the purpose of, or in connection with, the acquisition of our business (including any part of our business that includes personal information), then we may provide that party (including its legal, financial and other professional advisers) with personal information in relation to or in connection with those arrangements; and
- any other purpose to which you have consented.

You can tell us at any time if you no longer wish to receive direct marketing information or offers from us. We will process your request as soon as reasonably practicable after receipt of the request.

How we share your personal information

Sharing personal information with third parties

We may seek and use personal information about you from, and use or disclose personal information about you to, third parties in relation to the potential or actual rental of a property, the sale and purchase of a property or other business or administrative functions for the real estate agency. These third parties may include:

- Your representatives, attorneys, lawyers, settlement agents, accountants, brokers;
- any conjunction, co-listing, buyers' or other property agents that acts on your behalf in connection with the rental, leasing, sale and purchase of property;
- auctioneers;
- your financier including any mortgage brokers that may be assisting you with any existing mortgage loan or application in relation to the sale or purchase of property;
- valuers, surveyors, insurers, re-insurers, claim assessors and investigators;
- financial institutions including deposit taking institutions;
- if you are a tenant, including any prospective tenant, your referees, including your employer or other individuals to confirm your identity and/or other details about you in any rental application that you submit;
- organisations in and associated with debt collecting;
- law enforcement agencies;
- government and/or regulatory bodies including (without limitation) the NSW Land and Property Management Authority, Australian Taxation Office, the NSW Office of State Revenue. In many cases, these organisations may share information with foreign authorities;
- mailing houses and telemarketing agencies that assist us to communicate with you;
- if we enter into, or propose to enter into, any agreement or arrangement with any party for the purpose of, or in connection with, the acquisition of our business (including any part of our business that includes personal information), that party (including its legal, financial and other professional advisers) to provide personal information in relation to or in connection with those arrangements; and
- service providers including IT and data consultants, agents, contractors and advisers that assist us to conduct our business.

Sharing personal information with related companies

We may share personal information about you with our related companies for any of the purposes described above. [

Sharing personal information outside of Australia

We may store information about you in cloud or other types of networked or electronic storage. As electronic or networked storage can be accessed from various countries through an internet connection it is not always practical to know in which country personal information about you may be held.

We will take reasonable steps to ensure that any overseas organisation that receives your personal information will comply with the Act.

If you do not provide personal information

If you do not provide your personal information to us, it may not be possible to provide you with the service that you have requested or applied for, for example:

- if personal information is not disclosed in a rental application by a prospective tenant/guest then we may be unable to process the application and/or submit it to the landlord for their consideration or approval. If you enter into a rental or lease agreement, you will need to be identified and your personal information will be included in the rental or lease agreement;
- if personal information is not disclosed by a vendor in connection with the sale of their property, we will not be able to verify that they are the owner of the property and/or to advertise and market the property;
- if personal information is not disclosed by a prospective purchaser at an open inspection, then we may not be able to admit them into the inspection;
- if personal information is not disclosed by a prospective purchaser at an auction, then we will not be able to register them as a bidder; and
- to let you know about other services we provide that might be suitable for your needs (unless you opt out of this by telling us that you do not wish to receive such information).

Personal information about other people

If you give us personal information about any other person in relation to, or in connection with, the rental/lease or sale of any property:

- we are entitled to assume that you have sought their consent to the disclosure of such personal information to us;
- we have collected their personal information for the purposes set out in this Privacy Policy;
- we may exchange their personal information with other organisations for the purposes set out in this Privacy Policy;
- we will handle their personal information in the same way as set out in this Privacy Policy and they can:
 - access or request a copy of this Privacy Policy; or
 - access the personal information we hold about them.

Anonymity and pseudonymity

We are not always able to deal with people who do not wish to identify themselves. This will be particularly the case when we are proposing to, or we do, act for a vendor or a landlord in relation to either the sale or rental/lease of any property. This will also apply where we are also dealing with actual or prospective tenants for any rental property that we manage.

Further, we are not able to allow people through any property inspections who do not wish to identify themselves as this can create security and other concerns for the property owner (among other considerations).

However, where possible, we can provide information of a general nature such as, for example, we can respond to general telephone and related enquiries about a rental/lease or sale property to unidentified individuals. Of course, if an individual makes an enquiry by email or other electronic or written methods then there is every possibility that the mode of communication may identify you.

Information security

We take reasonable steps to protect all information which we hold (including any personal or sensitive information) from misuse, loss, unauthorised access, modification or disclosure.

Marketing and opt-out

We may also use the information, including personal information (excluding sensitive information), provided by you for marketing and research purposes, to analyse and improve products, services and benefits and to inform you of products, services and benefits provided by us, our related entities, suppliers or sponsors which we consider may be of value or interest to you, unless you tell us (see the marketing opt-out below), or have previously told us not to. We will not use your sensitive information for these purposes without your consent.

Accessing your Personal Information

Unless we are entitled to withhold access to your personal information (and there are various reasons why this may be the case), you have the right to request access to any personal information held by us which relates to you. We may charge a reasonable fee where access to personal information is provided. Any requests for access to your personal information should be made in writing to the Privacy Officer (details specified below). You also have the right to request the correction of any personal information which relates to you that is inaccurate, incomplete, irrelevant, misleading or out-of-date.

If you require any further information about our management of personal information or have any queries or complaints, you should contact:

The Privacy Officer

Accom Nelson Bay Pty Ltd – Trading As Port Stephens Accommodation

ABN 46110365690 License number 1304800

5 Stockton Street, Nelson Bay NSW 2315

Telephone 02 4981 1577 Fax 02 4984 1204

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