

THIS APPLICATION MUST BE COMPLETELY FILLED OUT OR IT WILL NOT BE PROCESSED!

Tenancy
Application
Form

Address 3 Miles Street, Mount Isa QLD 4825
Post PO Box 1129, Mount Isa QLD 4825
Ph. (07) 4743 5911
Fax (07) 4743 7035
Email admin@matterproperty.homes



PROPERTY AND APPLICANT SUMMARY

Property Address

Advertised Rent Per Week

\$

Have you inspected the property? *

Date Inspected: / /

Note that your application will not be considered until you have inspected the interior of the property with an agent.

Applicant One (Full Name)

Applicant Two (Full Name)

APPLICANT/S OFFER

I/We have inspected the premises and wish to take a tenancy of such premises for a period of _____ (minimum 6 months) beginning from _____ at a rate of _____ per week and that the rental bond is to be paid within my/our means.

I/We also undertake to pay a security deposit (bond) of _____ upon the signing of the General Tenancy Agreement. It is agreed that Acceptance of this application is subject to a satisfactory report as to the applicant/s credit worthiness, tenancy history and references.

PROOF OF INCOME AND IDENTITY CHECKLIST

You must provide proof of income and at least 100 points of identification with your application including a form of government issued Photo ID. Please indicate on the checklist below which documents accompany your application.

		Compulsory	Compulsory
Proof of Income (last 3 payslips, centrelink statement, etc.)	N/A		
Passport	50	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate	50	<input type="checkbox"/>	<input type="checkbox"/>
Marriage Certificate	50	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship Certificate	50	<input type="checkbox"/>	<input type="checkbox"/>
Drivers Licence or 18+ Card (government issued)	50	<input type="checkbox"/>	<input type="checkbox"/>
Rates notice for own home	40	<input type="checkbox"/>	<input type="checkbox"/>
Other photo ID (i.e. Student ID, Work ID)	30	<input type="checkbox"/>	<input type="checkbox"/>
Reference from previous Landlord or Agent (on a company letterhead with ABN etc.)	20	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card	10	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Card	10	<input type="checkbox"/>	<input type="checkbox"/>
Blue Care Card	10	<input type="checkbox"/>	<input type="checkbox"/>
Pension Card	10	<input type="checkbox"/>	<input type="checkbox"/>
Most Recent Phone Bill	10	<input type="checkbox"/>	<input type="checkbox"/>
Most Recent Electricity Bill	10	<input type="checkbox"/>	<input type="checkbox"/>
Most Recent Bank Statement	10	<input type="checkbox"/>	<input type="checkbox"/>
Most Recent Vehicle Registration	10	<input type="checkbox"/>	<input type="checkbox"/>
Financial Credit Card, Bank Card (if you have multiple cards, they must be from different banks)	10	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

Checked in by:

Name:

Signature:

Date Received: / /

Application no:

TICA SERCH

EMPLOYMENT

PERSONAL REF 1

APPROVED

DENIED

RENTAL REF 1

RENTAL REF 2

PERSONAL REF 2

Move in Date

TERMS AND CONDITIONS

THIS APPLICATION MUST BE COMPLETED IN FULL OR IT WILL NOT BE PROCESSED!

- 1) To process your application, you are requested to answer all questions to the best of your ability. Any false or misleading information may jeopardise your application. Should the application not be completely filled out, you acknowledge that the application may not be processed.
- 2) Should the applicant:
 - fail to complete the application in full; or
 - fail to provide sufficient Proof of Income; or
 - fail to provide sufficient Proof of Identity; or
 - fail to inspect the interior of the property in person;
 the application may not be processed or considered by Matter Property
- 3) This office is a member of the Tenancy Information Centre Australia Pty Ltd (TICA). All applications are processed through TICA to determine if there are any previous tenancy defaults.
- 4) Any information provided in your application may be passed on to TICA in the event of a default occurring. *(Read and sign the TICA Privacy Disclosure Form attached to this application).*
- 5) The completion of this application does not constitute an offer or acceptance.
- 6) Should this application be approved, the bond *(equivalent to 4x the weekly rent)* must be paid within Forty Eight hours of approval. Payments can be made by EFTPOS or cash in office *(EFTPOS/ Credit card surcharges apply)*, or by means of a direct transfer to our bank account *(please note the payment must be cleared into our account)*. You must supply individual email addresses for all bond contributors.
- 7) The keys to the property will be available to the tenants on the agreed lease commencement date only once:
 - the General Tenancy Agreement has been signed by all parties; and
 - the Bond is paid in full; and
 - the first two weeks rent is paid in full; and
 - any other documents relating to the tenancy are completed and signed in full
- 8) Once the tenancy has commenced, ongoing rent payments can be made by direct transfer from your bank account, or by cash/card in the office *(EFTPOS surcharges apply)*.
- 9) Matter Property reserves the right to refuse an applicant or application and are under no legal obligation to provide a reason for the refusal.
- 10) Matter Property reserves the right to vary the terms and conditions of the application.

APPLICANT/S DECLARATION

- 1) I/We the applicant/s do solemnly and sincerely declare that the information provided by me/us in this application is true and correct to the best of my/our knowledge. I/We have provided all information willingly to assist in the assessment of my/our application.
- 2) By signing below, I/we the applicant/s do solemnly and sincerely declare that I/we am/are over the age of 18 and am/are not bankrupt. I/We affirm that I/We agree to the terms and conditions. I/We affirm that the information provide by me/us on this application is true and correct.
- 3) The electronic transaction act (Queensland) 2001 (section 11 & 12) requires a person to provide consent to agree to receive information via electronic communication. By signing this document the persons consent to the use of electronic communication as per email address provided on this application form.

Signature of Applicant 1

Date

Signature of Applicant 2

Date



TICA Statement & Privacy Act Acknowledgement Form

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 in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian 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 the TICA Group proof of identity will be required and can be made by any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

Primary Purpose

The TICA Group collects information from its members and provides 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 organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating 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, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email

address, occupation, employer (including address and phone), self employment details

(including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at

www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: Matter property

(Herein referred to as the "Agent")

Current Address: 3 Miles Street Mount Isa QLD 4825

Phone: 07 4743 5911

Email: admin@matterproperty.homes

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

PRIVACY NOTICE AND CONSENT

Privacy

Grand Design Investments Pty Ltd (ACN 164 462 971) trading as Matter Property is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Matter Property's condensed Privacy Notice. Matter Property also has a full Privacy Policy, which contains information about how you can complain about any breach by Matter Property of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.matterproperty.homes/privacypolicy

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases. In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Matter Property collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Matter Property update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

I have read and understand the attached information. I authorise employees of Matter Property, and independent contractors of Matter Property including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described in the privacy notice to assist with my involvement with Matter Property. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Matter Property, Matter Property may be unable to provide the products or services I have requested.

Consent - Applicant 1

Name

Contacting Us You may contact us by mail, email or telephone as shown on page 1 of this application form.

Signed:

Date:

Consent - Applicant 2

Name

Signed:

Date:

PROPOSED OCCUPANTS

In addition to the applicant/s are there any other persons to occupy the property (e.g. children) *Attach an extra page if you need more space - please note all persons over the age of 18 must apply to go on the lease.*

Occupant One

Full Name

D.O.B.

Relationship to applicant/s

Occupant Two

Full Name

D.O.B.

Relationship to applicant/s

Occupant Three

Full Name

D.O.B.

Relationship to applicant/s

PETS

Do you have any pets that will be living with you?

 YES (give details below)

 NO

Pet One

Type of Pet (e.g. Dog, Cat, etc)

Breed & Size

Pet Two

Type of Pet (e.g. Dog, Cat, etc)

Breed & Size

Pet Three

Type of Pet (e.g. Dog, Cat, etc)

Breed & Size

APPLICANT ONE

Personal Details

Full Name

Date of Birth

 / /

Work Ph.

Mobile

Previous Names

Email

Car Registration

Drivers License #

Emergency Contact - Relative (NOT LIVING WITH YOU)

Full Name

How Related

Address

Phone #

Current Address

 SUBURB POST CODE

Period of Occupancy (circle)

 months/years

Weekly Rent

 \$

Reason for Leaving

Name of Agent

(or owner if a private rental)

Agent/Owner Phone

You must provide Agent/Owners

Email address for your reference check:

Previous Address

 SUBURB POST CODE

Period of Occupancy (circle)

 months/years

Weekly Rent

 \$

Reason for Leaving

Name of Agent

(or owner if a private rental)

Agent/Owner Phone

You must provide Agent/Owners

Email address for your reference check:

APPLICANT ONE - Continued...

Employment Detail (if you are on centrelink/pension payments, you must provide an income statement)

Occupation

Employed By

Employer Address

Contact Name Contact Phone #

Length of Employment Years / Months Income \$ per

Personal References (must not be related to you)

Personal Reference 1
Name Phone #

Personal References (must not be related to you)

Personal Reference 2
Name Phone #

APPLICANT TWO

Personal Details

Full Name Date of Birth / /

Work Ph. Mobile

Previous Names Email

Car Registration Drivers License #

Emergency Contact - Relative (NOT LIVING WITH YOU)

Full Name How Related

Address Phone #

Current Address

SUBURB POST CODE

Period of Occupancy (circle) months/years Weekly Rent \$

Reason for Leaving

Name of Agent (or owner if a private rental)

Agent/Owner Phone

You must provide Agent/Owners Email address for your reference check:

APPLICANT TWO - Continued...

Previous Address

	SUBURB	POST CODE
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Period of Occupancy
(circle)

Weekly Rent

Reason for Leaving

Name of Agent
(or owner if a private rental)

Agent/Owner Phone #

You must provide Agent/Owners
Email address for your reference check:

Employment Detail *(if you are on centrelink/pension payments, you must provide an income statement)*

Occupation

Employed By

Employer
Address

Contact Name

Contact Phone #

Length of
Employment

Years / Months

Income

per

Personal References *(must not be related to you)*

Personal Reference 1

Name

Phone #

Personal References *(must not be related to you)*

Personal Reference 2

Name

Phone #