

## TENANT'S PERSONAL INFORMATION FORM

### for Tenancy Application *Residential Tenancies Act 1995*

#### TO BE COMPLETED BY EACH TENANT

##### Personal Details

First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Mobile \_\_\_\_\_ Phone work \_\_\_\_\_  
 Email \_\_\_\_\_ Email 2 \_\_\_\_\_  
 Are you 18 years of age and over?  Yes  No Australian  Yes  No  
 Driver's Licence \_\_\_\_\_ State \_\_\_\_\_  
 Vehicle Model/year \_\_\_\_\_  
 Passport No \_\_\_\_\_ Country \_\_\_\_\_  
 Centrelink Ref ID \_\_\_\_\_ Payment Type \_\_\_\_\_  
 Pets \_\_\_\_\_ Type/Breed \_\_\_\_\_

##### Tenancy History

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

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

Owned  Rented  Boarded

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

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

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

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

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

Owned  Rented  Boarded

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

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

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

**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 \$ \_\_\_\_\_ (last 2 payslips required)

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

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

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

**References – 2 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 XXXXXXXXXXXXXXXXXXXXXXXXXXXX Account Name XXXXXXXXXXXXXXXXXXXXXXXXXXXX

BSB XXXXXXXXXXXXXXXXXXXX Account No XXXXXXXXXXXXXXXXXXXX

**Disclaimer / Authority**

I 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 in accordance with the provisions of the *Privacy Act 1988* and the *Residential Tenancies Act 1995* 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 Telephone: 1300 720 164 Website: <a href="http://www.tica.com.au">www.tica.com.au</a>	TRA Telephone: (02) 9363 9244 Website: <a href="http://www.tradingreference.com">www.tradingreference.com</a>
NTD Telephone: 138 332 Website: <a href="http://www.ntd.net.au/">www.ntd.net.au/</a> <a href="http://www.tenancydatabase.com.au">www.tenancydatabase.com.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. 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**

The parties acknowledge and consent to each signing this document (and any notices given under this document or legislation) themselves, or by their attorneys and/or representatives, by electronic and/or digital signatures pursuant to the *Electronic Communications Act 2000* (SA) and the *Electronic Transactions Act 1999* (Cth) as applicable, and delivering this document and giving and receiving any communications relating to this document electronically.

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

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

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

## Verification of Identity of

**Name** \_\_\_\_\_

Before any application will be considered, each applicant must provide the documents specified below.

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

- Australian Citizenship Certificate OR
- Passport (current or expired within last 2 years but not cancelled) OR
- Birth Certificate + Photo ID OR
- Driver's Licence

**Proof of Income** – you must provide two of the following:

- Last Pay Advice OR
- Current Centrelink Statement OR
- Current Bank Statement (must show sufficient funds to meet rental payments and bank account details and outgoing transaction details should be omitted)