

KAS WOCH REAL ESTATE
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 National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Kas Woch Real Estate

Address: Cnr Archer & Denison Streets, Rockhampton QLD 4700

Ph: (07 4922 3631

Fax: (07) 4922 1186

Email: rentals@kaswochrealestate.com.au

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

Primary Purpose

Before a tenancy accepted we collect your information to assess 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 we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

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

This form provides information about how your personal information is handled, 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 can not process your application.

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess 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 we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account 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:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. 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.

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 in the Privacy 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 that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. You can also phone 1902 220 346 calls charged at \$5.45 per minute, higher from mobile and payphones.

TICA 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 organization 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, 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 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.

Signed By The Applicant/s

Signature

Print Name

Signature

Print Name

Date Day / Month / Year

Witnessed

NOTICE

1. In Order to Process this application, all questions **MUST** be answered fully and clearly. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application **NOT** being processed.
2. In Order to Process this application, 100 Points of Identification must be submitted to the office in original. Failure to submit 100 Points of Identification, this application may result in the application **NOT** being processed.
3. Upon Approval of an Application, all initial monies must be paid by cash and Tenancy Agreement signed within 48 hours of approval.
4. This Office does accept Housing Commission Bond loans, and we are happy to complete the necessary documentation, **ONCE** the application has been approved.
5. An application cannot be processed until all Tenants have inspected the property.

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD <u>STATEMENTS</u>	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE: Must have at least one of the items listed with “*” next to the points

KAS WOCH REAL ESTATE APPLICATION FOR TENANCY

PROPERTY ADDRESS _____

THIS APPLICATION IS MADE ON THE _____

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.

I/We the said applicant/s declare that all the information contained in this application is true and correct , and that the information is provided of my/our own freewill. I/We further authorize 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 declare the following

1.I/We inspected the above property on the _____ day of _____

2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____

3. I/We agree that the rent is \$_____ per week/fortnight/month and 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 monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.

5. I/We authorize 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 database which 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 database which 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 monies will be paid to the agent by CASH.

9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies 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 his 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.

Applicant/s Signature/s

Agents Signature

Applicant/s Full Name: _____

APPLICANTS NAME & DETAILS

1. SURNAME _____ GIVEN NAMES _____
 D.O.B _____ D/L _____ STATE _____
 PASSPORT _____ LAST SUBURB _____

2. SURNAME _____ GIVEN NAMES _____
 D.O.B _____ D/L _____ STATE _____
 PASSPORT _____ LAST SUBURB _____

3. SURNAME _____ GIVEN NAMES _____
 D.O.B _____ D/L _____ STATE _____
 PASSPORT _____ LAST SUBURB _____

4. SURNAME _____ GIVEN NAMES _____
 D.O.B _____ D/L _____ STATE _____
 PASSPORT _____ LAST SUBURB _____

TICA CHECK DETAILS

	Method	Result
Applicant 1.	<input type="checkbox"/> Phone check <input type="checkbox"/> Internet check	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments _____
Applicant 2.	<input type="checkbox"/> Phone check <input type="checkbox"/> Internet check	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments _____
Applicant 3.	<input type="checkbox"/> Phone check <input type="checkbox"/> Internet check	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments _____
Applicant 4.	<input type="checkbox"/> Phone check <input type="checkbox"/> Internet check	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments _____

APPLICANT/S PERSONAL DETAILS

APPLICANT NUMBER: _____

CONTACT NUMBERS (H) _____ (W) _____ (M) _____

EMAIL ADDRESS _____ FAX NUMBER _____

NUMBER OF OCCUPANTS Adults _____ Children _____ Ages _____

TYPE OF VEHICLE _____ REGO _____ OWNED or FINANCED _____

OCCUPATION _____ **EMPLOYER** _____

ADDRESS _____ PHONE _____ INCOME \$ _____

PERIOD OF EMPLOYMENT _____ CONTACT _____

PREVIOUS EMPLOYER _____ PERIOD _____

ADDRESS _____ PHONE _____ CONTACT _____

ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____

PETS OWNED _____ BREED _____ REGISTERED _____

PRESENT ADDRESS _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND \$ _____

REASON FOR LEAVING _____

AGENT / LANDLORD _____ PHONE _____

PREVIOUS ADDRESS _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ BOND REFUNDED Yes / No

REASON FOR LEAVING _____

AGENT / LANDLORD _____ PHONE _____

PERSON TO CONTACT IN EMERGENCY _____

ADDRESS _____ PHONE _____

NEAREST RELATIVE NOT LIVING WITH YOU _____

RELATIONSHIP _____ PHONE _____ ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advise of details-

Company or Business name _____

Address _____ Lessor/Agent _____

ACN or Business registration number _____ Date Formed _____

Accountant _____ Contact _____

Address _____ Phone _____

PERSONAL DETAILS CONTINUED

The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent Yes/No
If yes give details _____
2. Have you ever been refused a property by any landlord or agent Yes/No
If yes give details _____
3. Are you in debt to another landlord or agent Yes/No
If yes give details _____
4. Have any deductions ever been made from your rental bond Yes/No
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments Yes/No
If yes give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

OFFICE USE ONLY

RENT	\$ _____	EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
BOND	\$ _____	PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
OTHER	\$ _____	100 POINT CHECKLIST PASSED	<input type="checkbox"/>
TOTAL	\$ _____	TICA CHECK COMPLETED BY PHONE or INTERNET	<input type="checkbox"/>
LESS DEPOSIT	\$ _____	LANDLORD CONTACTED	<input type="checkbox"/>
OWING	\$ _____	ACCEPTED <input type="checkbox"/>	REJECTED <input type="checkbox"/>

GENERAL COMMENTS
