

Notice To All Residential Tenancy Applicants

In order for the following application to be processed, each applicant must provide the following:

- Last 4 weeks Rent Receipts OR Rent Ledger OR Rates Notice
- Proof of Income
 - Last 3 months bank statements; **AND**
 - Last 4 weeks payslips; and/or
 - Centrelink Statement; and/or
 - Financial Year Statement (if self employed).
- 100 Points of Identification
 - Minimum one of the following:**
 - Drivers Licence = 40 points
 - Current Passport = 70 points
 - plus**
 - Public Utilities (e.g. electricity, phone account) = 25 points
 - Current Medicare Card = 25 points
 - Debit Card or Credit Card = 25 points
 - Current Pension Concession Card = 40 points
 - Student ID Card (over 18 years of age) = 40 points

Should your application be successful, you are required to pay the first weeks rent within 24 hours to the bank account details provided.

Upon signing your lease, you will be required to pay one weeks rent (to make a total of your first 2 weeks rent) and 4 weeks rent for your Bond.

Your application can delivered to us by: Email: pma@arthapropertygroup.com.au

Your application will be processed within 24-48 hours providing the application is fully completed & we are able to reach your references.

Thank you for selecting Artha Property Group and good luck with your application.

Declaration

I/we the Applicant/s declare that the above information is true and correct and that the information supplied was on my own free will. I/we acknowledge that the personal contents insurance is not covered under any lessor insurance and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my credit worthiness. For such purpose, I authorise you to contact the persons named in this application and to undertake such inquiries and searches (including tenancy data bases searches) as you consider reasonably necessary in doing so, I understand that the relevant third parties, I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why, I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases, referrer to Tribunals or Courts having jurisdiction seeking orders of remedies to provide future rental references to other asset managers/owners.

**I/we wish to undertake a tenancy of a period of _____ to commence on the ____/____/____
At a rental price of \$_____per week. I understand that I am to pay the rental bond of
\$_____ on or before I take possession of the premises and signing a tenancy agreement.**

I/we acknowledge that we have read the privacy policy of the agent stated on this application.

Yes No

I/we acknowledge that the lessor or agent will disclose personal information to TICA Tenancy Control Pty Ltd to assess the risks to our clients and verify the details provided in your tenancy application.

Yes No

I/we acknowledge that the tenant/s is bound by this application immediately upon communication of the lessor or the agents acceptance of it. I/we agree that should I/we decide to pull out of this application once we have been accepted, I/we agree to pay Artha Property Group Pty Ltd one week rent plus GST within 7 days from date of acceptance of the application.

Yes No

If you fail to provide personal information and do not consent to the issues 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.

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 cannot 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 on the contact information below:

Name: Artha Property Group Pty Ltd
Address: PO Box 1582, Milton QLD 4064

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 to assess the risk to our clients and verify the details
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after 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 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.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National 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. In accordance with the National 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 TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways.

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, Concord NSW 2137. A fee of \$14.30 plus stamped self addressed envelope is required.

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and agencies allowed by law to obtain information from TICA. The personal information that TICA may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones). If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Name of Applicant 1: _____

Signature: _____ Date: / / _____

Name of Applicant 2: _____

Signature: _____ Date: / / _____