

Acru Tenancy Application Form

Thank you for choosing an Acru property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the applicant is approved, you will be required to provide a bank cheque or money order for the rental bond, and first two week's rent.
5. When this form has been completed, please email to hello@acruproperty.com.au

Rental Property

property address:

Tenancy requirements

length of tenancy
(years/months)

rent
\$ per week

commencement date

Occupancy details

no. of occupants who
will live at the property

number of pets

type of pet / age

no. & ages of children (if any)

ages of children (if any)

ages of children (if any)

Applicant's details

name

email

Address

home phone

Work phone

Mobile phone

Personal details

Date of birth

Drivers licence number

Drivers licence state of issue / country

Passport number

No. of vehicles at property

(including caravan & trailers)

Direct Connect makes moving easy.

A free service getting you connected so everything is ready for the day you move in.

- If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorised to contact me directly (including electronically) regarding the connection of utility services.



Current rental details

address

Tenancy requirements

current rent \$	How long have you lived there? (years/months)	Reason for leaving
agent/landlord	work phone/mobile	

Previous rental details

current rent \$	How long have you lived there? (years/months)	Reason for leaving
agent/landlord	work phone/mobile	

No rental history (home owner)

property address:

Selling agent or managing agent	Contact details
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Current employment

current employer (company)	employer address
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contact name (manager)	contact's work phone	your position
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length of employment	rent \$ per week	full time or part time?
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Emergency contact details (not residing at premises)

name	relationship	contact phone
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address

Personal/business references (not relatives)

1. name	occupation	work phone
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address

2. name	occupation	work phone
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address



How did you find out about this property:

- Internet (please specify _____)
- For lease board
- Local newspaper, Sydney morning Herald or other _____
- Realesate.com.au or other (please specify _____)

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition Yes No
2. If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on Trading Reference Australia (TRA) being undertaken

APPLICATION I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months at a rental of _____ per week.

I understand to pay the monies detailed below by a bank cheque or money order made payable to Acru Property Property Management upon signing the Residential Tenancy Agreement

Statement of costs:

Rental bond

\$

Rent in advance (2 week's rent)

\$

TOTAL

\$

Lodge Bond Online

- Yes
- No

If a holding fee is being paid on the property, the following conditions will apply:

1. A holding fee will only be accepted once an application has been approved by the landlord.
2. The holding fee is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant.
4. The holding fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the holding fee will be banked into the trust Account and any refund given will be in the way of EFT.

Acru Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying holding fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

Electronic Communication

- It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or notification by SMS is accepted.

applicant's signature

date

agents signature

date



Privacy Act Acknowledgement from Tenant Applicants & Approved Occupants

This form provides information about how 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 disclosure to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to disclosure of your personal information to TICA we can not process your application.

member name		
address		
phone	email	Fax

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 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
- Other Real Estate Agents to assess the risk to our clients. We 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 persons to contact or locate you.

Secondary Purpose

During and after the tenancy we 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 Default Tenancy Control 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.

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 the TICA Group may collect personal information about you, the following information about the TICA Group 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. 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 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 the TICA Group 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) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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.

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 The TICA Group 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 The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

name	signature	date
witness name	signature	date

Acru Pty Limited (ABN:) (ACN) collects and handles your personal information in accordance with our Privacy Policy. If you provide us with your details, we may contact you about our property listing, promotions, and related products and services. We may use your personal information within Acru and disclose it to our authorised representatives and service providers who act on our behalf, to fulfil the purpose for collecting your information. Our service providers may have servers located overseas such as in the USA, Europe, Philippines and Japan, and you consent to these overseas disclosures. Without your information, we may not be able to provide you with services and you may miss out on receiving valuable information from us. We do not collect sensitive information about you unless you provide it to us voluntarily. You have a right to access your personal information that we hold and may ask us to correct this. Our Privacy Policy contains more detail on your rights and contact details for questions or complaints at www.acruproperty/privacy



THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT

Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 checkpoints, please phone us on the numbers below

Primary Documents

70 points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last 2 years, but not cancelled)

Secondary Documents

40 points (must have a photograph and name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

35 points (Must have a name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

25 points (must have a photograph and name on)

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required on card)
- EFTPOS card

25 points (must have a photograph and name on)

- Records of a public utility - phone, water, gas or electricity
- Lease/rent agreement
- Rent receipt from a licenced real estate agent

Please also attach the following documents

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord, and/or
- Written reference from employer or friend



Applicant Checklist – Before I submit this Application, I have:

<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more points of ID
<input type="checkbox"/>	Inspected the Property both internally and externally
<input type="checkbox"/>	Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read
<input type="checkbox"/>	Fully completed application form, including: Privacy Disclosure Statement, Electronic Consent.
<input type="checkbox"/>	Included photo of Pet if pets are to reside at the Property

If you have rented several properties over the past three years, we will require information from past agencies or property owners if privately leased. Applications take up to 48 hours to process (providing all relevant referees can be contacted). This includes checks through the Tenancy Information Centre of Australia (TICA).

PLEASE NOT: The property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of the first two weeks rent and bond has been paid.

Office Use Only - Checklist

date	Attached photocopies of document	Yes / No
	Original ID signatures same as Application	Yes / No
	Tenant given RTA Form 18a to view	Yes / No
	Application is completed including Consent	Yes / No

Name of nominated applicant for contact regarding application status

Name & mobile:

