



**Norwood**  
21-25 The Parade  
Norwood SA 5067  
**phone** +61 8 8362 8888  
**fax** +61 8 8362 8898  
**email** norwood@toop.com.au

**Hyde Park**  
84 King William Road  
Goodwood SA 5034  
**phone** +61 8 8274 8588  
**fax** +61 8 8172 1032  
**email** hydepark@toop.com.au

**Golden Grove**  
8 Sandstock Boulevard Golden  
Grove SA 5125  
**phone** +61 8 8288 6888  
**fax** +61 8 8251 4665  
**email** goldengrove@toop.com.au



# Application for Residential Tenancy

Please provide full details to ensure effective processing of this application. On receipt of your application we will endeavour to provide you with an answer within 2 working days. The applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager and to do so is an offence pursuant to section 51 of the Residential Tenancies Act 1995

**PLEASE NOTE: OUR TENANCY AGREEMENTS MAY CONTAIN A SPECIAL CLAUSE STATING " NO SMOKING INSIDE THE PREMISES"**

Property Applied for:

## SECTION A

☐ I would like to be considered for Toop properties up to the value of \$ \_\_\_\_\_

If you would like to be considered for a specific Toop property please continue to Section B.

If you are wanting to be fast tracked for all properties please continue to Section C.

## SECTION B

Property address:

Rent \$ \_\_\_\_\_ per week (Preferred method of payment is calender month)

Tenancy Required

6 Months ☐ 12 Months ☐ Other ☐ \_\_\_\_\_ Date able to occupy \_\_\_\_/\_\_\_\_/\_\_\_\_

Acknowledgements by Applicant/s

I/we have inspected the above property (internally) on Day Month Year

## SECTION C

| Applicant 1:  | Applicant 2:  |
|---|---|
| Business Name & ABN (if applicable):                          | Business Name & ABN (if applicable):                          |
| Family Name:  | Family Name:  |
| Given Name:   | Given Name:   |
| Date of birth:  | Date of birth:  |
| Occupation:   | Occupation:   |
| Current Residential address:                                  | Current Residential address:                                  |
| Length of time at current address:                            | Length of time at current address:                            |
| Reason for moving:  | Reason for moving:  |
| Previous address (if less than 12 months at current address): | Previous address (if less than 12 months at current address): |
| Home phone:   | Home phone:   |
| Mobile:   | Mobile:   |
| Work phone:   | Work phone:   |
| Email address:  | Email address:  |
| Identity Information:   | Identity Information:   |
| Drivers licence #:  | Drivers licence #:  |
| Other:  | Other:  |
| Car registration & State:                                     | Car registration & State:                                     |

# Employment History

| Current Employment   | Current Employment   |
|--|--|
| Business Name:   | Business Name:   |
| Business Address:  | Business Address:  |
| Supervisor's Name:   | Supervisor's Name:   |
| Supervisor's phone:  | Supervisor's phone:  |
| Supervisor's email address:                                      | Supervisor's email address:                                      |
| Length of employment:  | Length of employment:  |
| Total annual income (as declared to Australian Taxation Office): | Total annual income (as declared to Australian Taxation Office): |

| Previous Employment (Minimum 2 years)                            | Previous Employment (Minimum 2 years)                            |
|--|--|
| Business Name:   | Business Name:   |
| Business Address:  | Business Address:  |
| Supervisor's Name:   | Supervisor's Name:   |
| Supervisor's phone:  | Supervisor's phone:  |
| Supervisor's email address:                                      | Supervisor's email address:                                      |
| Length of employment:  | Length of employment:  |
| Total annual income (as declared to Australian Taxation Office): | Total annual income (as declared to Australian Taxation Office): |

| If self employed   | If self employed   |
|--|--|
| Business Name:   | Business Name:   |
| Business Address:  | Business Address:  |
| Length of employment:  | Length of employment:  |
| Total annual income (as declared to Australian Taxation Office): | Total annual income (as declared to Australian Taxation Office): |
| Business name:   | Business name:   |
| Accountant name:   | Accountant name:   |
| Accountant phone number:   | Accountant phone number:   |
| Accountant email:  | Accountant email:  |

| If a student (**please refer to 100 point check requirements) | If a student (**please refer to 100 point check requirements) |
|---|---|
| College/Tafe or University:                                   | College/Tafe or University:                                   |
| Student ID:   | Student ID:   |
| Income/sources:   | Income/sources:   |
| Faculty/Course:   | Faculty/Course:   |

# Rental History

| Current Landlord/Agent  | Current Landlord/Agent  |
|---|---|
| Name:   | Name:   |
| Phone:  | Phone:  |
| Email address:  | Email address:  |
| Address of property rented & cost per week:   | Address of property rented & cost per week:   |
| Rent: \$ _____  | Rent: \$ _____  |
| Do you expect your bond to be refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you expect your bond to be refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If NO, why?:  | If NO, why?:  |

| Previous Landlord/Agent  | Previous Landlord/Agent  |
|--|--|
| Name:  | Name:  |
| Phone:   | Phone:   |
| Email address:   | Email address:   |
| Address of property rented & cost per week:  | Address of property rented & cost per week:  |
| Rent: \$ _____   | Rent: \$ _____   |
| Was bond refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/> | Was bond refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, why?   | If not, why?   |

| Home Owners  | Home Owners  |
|--|--|
| If you have not rented before, have you owned your own home?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | If you have not rented before, have you owned your own home?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, provide address & Sales Agent details<br>(note copy of council rates will be required):                          | If yes, provide address & Sales Agent details<br>(note copy of council rates will be required):                          |
| Would you like a rental appraisal on your current home<br>Yes <input type="checkbox"/> No <input type="checkbox"/>       | Would you like a rental appraisal on your current home<br>Yes <input type="checkbox"/> No <input type="checkbox"/>       |

| Business reference (other than the name of your employer) | Business reference (other than the name of your employer) |
|---|---|
| Name:   | Name:   |
| Address:  | Address:  |
| Phone:  | Phone:  |
| Relationship:   | Relationship:   |
| How long known:   | How long known:   |

| Closest relative who will not be residing with you | Closest relative who will not be residing with you |
|--|--|
| Name:  | Name:  |
| Address:   | Address:   |
| Phone:   | Phone:   |
| Relationship:                                      | Relationship:                                      |

## Rental History (continued)

|  |  |
|--|--|
| <div style="background-color: #f2f2f2; padding: 2px;"><b>Pets</b></div> <div style="padding: 5px;"> Do you have any pets?    Yes <input type="checkbox"/>    No <input type="checkbox"/> </div> <div style="padding: 5px;"> # of pets? </div> <div style="padding: 5px;"> If yes, provide full details:<br/> Pet type:<br/> Breed:<br/> Age: </div>  | <div style="background-color: #f2f2f2; padding: 2px;"><b>Pets</b></div> <div style="padding: 5px;"> Do you have any pets?    Yes <input type="checkbox"/>    No <input type="checkbox"/> </div> <div style="padding: 5px;"> # of pets? </div> <div style="padding: 5px;"> If yes, provide full details:<br/> Pet type:<br/> Breed:<br/> Age: </div>  |
| <div style="background-color: #f2f2f2; padding: 2px;"><b>Other people permanently residing in the property</b></div> <div style="padding: 5px;"> Full names &amp; ages of all people (including children) who will be permanently reside at this property: </div> <div style="padding: 5px;"> 1: _____ Age: _____ </div> <div style="padding: 5px;"> 2: _____ Age: _____ </div> <div style="padding: 5px;"> 3: _____ Age: _____ </div> <div style="padding: 5px;"> 4: _____ Age: _____ </div>  | <div style="background-color: #f2f2f2; padding: 2px;"><b>Other people permanently residing in the property</b></div> <div style="padding: 5px;"> Full names &amp; ages of all people (including children) who will be permanently reside at this property: </div> <div style="padding: 5px;"> 1: _____ Age: _____ </div> <div style="padding: 5px;"> 2: _____ Age: _____ </div> <div style="padding: 5px;"> 3: _____ Age: _____ </div> <div style="padding: 5px;"> 4: _____ Age: _____ </div>  |
| <div style="background-color: #f2f2f2; padding: 2px;"><b>100 Point check—Notice to Applicant 1</b></div> <div style="padding: 5px;"> Before any application will be processed, each applicant must achieve a minimum of 100 check points: </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> <b>Compulsory requirements</b><br/> Drivers license <u>or</u> Passport (50 points)<br/> Pay slips x 4 (current) (50 points)<br/> <u>or</u><br/> Copy of bank statements x2 months (50 points)<br/> Please provide a current copy of your rental history, if you have not rented before please provide a current council rate notice. </div> <div style="width: 35%; text-align: right;"> <b>Office use</b><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div> </div> | <div style="background-color: #f2f2f2; padding: 2px;"><b>100 Point check—Notice to Applicant 2</b></div> <div style="padding: 5px;"> Before any application will be processed, each applicant must achieve a minimum of 100 check points: </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> <b>Compulsory requirements</b><br/> Drivers license <u>or</u> Passport (50 points)<br/> Pay slips x 4 (current) (50 points)<br/> <u>or</u><br/> Copy of bank statements x2 months (50 points)<br/> Please provide a current copy of your rental history, if you have not rented before please provide a current council rate notice. </div> <div style="width: 35%; text-align: right;"> <b>Office use</b><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div> </div> |
| <div style="background-color: #f2f2f2; padding: 2px;"><b>For immigrants and International Students</b></div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> <b>Compulsory requirements</b><br/> Passport including visa (50 points)<br/> Photo ID (30 points)<br/> Copy of bank statements x2 months (20 points) </div> <div style="width: 35%; text-align: right;"> <b>Office use</b><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div> </div>   | <div style="background-color: #f2f2f2; padding: 2px;"><b>For immigrants and International Students</b></div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> <b>Compulsory requirements</b><br/> Passport including visa (50 points)<br/> Photo ID (30 points)<br/> Copy of bank statements x2 months (20 points) </div> <div style="width: 35%; text-align: right;"> <b>Office use</b><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div> </div>   |
| <div style="background-color: #f2f2f2; padding: 2px;"><b>If never rented before and owned a home only</b></div> <div style="padding: 5px;"> Has the council rates been provided? <input type="checkbox"/> </div>   | <div style="background-color: #f2f2f2; padding: 2px;"><b>If never rented before and owned a home only</b></div> <div style="padding: 5px;"> Has the council rates been provided? <input type="checkbox"/> </div>   |

100 point check information must be attached to this application form when submitted

100 point check information must be attached to this application form when submitted

# Warranties and Privacy

## Warranties by Applicant/s

### The Applicant/s warrant:

- the information herein given by them is true and correct and that all information was given of their own free will.
- the applicant/s are over 18 years of age.
- that only those persons notified in this Application will permanently reside at this property.
- that the applicant/s have inspected the property detailed herein and will not permit pets on the premises unless authorised by the owner/Agent to do so.
- that the applicant/s will pay bond (by credit card or bank cheque only) of the amount set out on page 1 upon signing a Residential Tenancy Agreement.

## Bankruptcy Declaration

As the applicant, have you ever been bankrupt Yes ☐ No ☐

If yes, please give details

## Authority and Privacy Act

- The Applicant/s acknowledge that they have been informed, understand and agree that the acceptance of this Application is subject to the information supplied on this form and the reports obtained by the Landlord in accordance with these terms and the provisions of the Privacy Act 1988, being acceptable to the Landlord. The Applicant/s authorise the Agent to contact the Applicant/s' nominated work supervisor or accountant, current or previous landlord or agent, and business or personal referees (together referred to as Contacts), and to make enquiries about the Applicant/s to determine their suitability as tenants. The Applicant/s authorise the Contacts to provide information about the Applicant/s to the Agent for the purpose of assisting the Agent to determine the suitability of the Applicant/s as tenants. By signing this form, the Applicant/s also authorise the Agent to obtain information about the Applicant/s from a residential tenancy database and, if the Applicant is accepted as a tenant, to disclose any rental defaults to the residential tenancy database operator.
- The Agent uses personal information collected from the Applicant/s to act as agent and to assess the Applicant/s suitability to rent the property. Real estate and tax laws require some of this information to be collected. The Agent may disclose information to other parties such as the Landlord, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government and statutory bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform its duties as agent of the property, or as otherwise allowed under the Privacy Act 1988. Applicant/s may request access to the personal information held about them by the Agent by contacting the Agent at the address and contact numbers set out in this form (although access may be refused in certain circumstances). The Agent will correct any information it considers is inaccurate, incomplete or out-of-date. Applicant/s are required to provide the Agent with all the information it requires, failing which the Agent will not be able to assess (and therefore may reject) the Applicant/s' application for tenancy. Further information about the Agent's privacy practices is set out in its privacy policy, which can be obtained by contacting the Agent.

## Binding Agreement on Acceptance by Landlord

- The Applicant/s acknowledge and agree that immediately upon notice from the Agent that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertake and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given
- If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use and that future rental payments will be paid by credit card or directly into a nominated Commonwealth Bank account.

Signature of applicant 1 : \_\_\_\_\_

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

Signature of applicant 2 : \_\_\_\_\_

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

# Privacy Act Acknowledgement Form

## 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 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.

Member Name     **Toop&Toop Real Estate**  
Address            **25 The Parade, Norwood SA 5067**  
Ph                  **08 8362 8888**  
Fax                 **08 8362 8898**  
Email              **property@toop.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 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 person 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) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30



#### Page 1 of 2

P.O. Box 120  
ACN: 087 400 379 ABN: 84 087 400 379  
CONCORD NSW 2137  
Phone: 02 97431800 Fax: 02 987434844  
Email: enquiries@tica.com.au

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# Privacy Act Acknowledgement Form

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## 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](http://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 you're 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.

## Signed By the Applicant

Signature : \_\_\_\_\_ Print Name : \_\_\_\_\_

Signature : \_\_\_\_\_ Print Name : \_\_\_\_\_



### Page 1 of 2

P.O. Box 120

ACN: 087 400 379 ABN: 84 087 400 379

CONCORD NSW 2137

Phone: 02 97431800 Fax: 02 987434844

Email: [enquiries@tica.com.au](mailto:enquiries@tica.com.au)



# Utility Connections



This is a FREE service that connects all your utilities and other services.  
Direct Connect can help arrange for the connection or provision of the following utilities and other services:

☐ **Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.**



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

## **DECLARATION AND EXECUTION: By signing this application, you:**

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Application sent to Direct Connect (if required)**