

OKG APPLICATION FOR TENANCY



EMAIL COMPLETED FORM TO: rentals@okg.com.au
 or call the office on 3491 2000 if you have any questions

Property Address:			
Weekly Rent \$		Bond \$	
Requested Start Date:		Preferred Lease Term:	
Adults	Children	Vehicles	Pets

Name:		
Date of Birth:	Sex:	Smoker:
Drivers Licence #		Passport #
Mobile #		Home/Work #
Email:		

Current Address:			
Owned / Renting / Boarding / Other:			
Agents Details (if applicable):			
Agent Phone #		Email:	
Weekly Rent:	Length of Stay:	Start Date:	End Date:
Reason for Leaving:			

Previous Address:			
Owned / Renting / Boarding / Other:			
Agents Details (if applicable):			
Agent Phone #		Email	
Weekly Rent:	Length of Stay:	Start Date:	End Date:
Reason for Leaving:			

Current Employer:			
Occupation:			
Manager / Supervisor:			
Phone:		Email:	
Full Time / Part Time / Casual / Other:			
Weekly Income \$		Start Date:	

Previous Employer:			
Occupation:			
Manager / Supervisor:			
Phone:		Email:	
Full Time / Part Time / Casual / Other:			
Weekly Income \$		Start Date:	End Date:

Reference 1:	Relationship:
Email:	Phone:
Reference 2:	Relationship:
Email:	Phone:
Reference 3:	Relationship:
Email:	Phone:

Names and ages of ALL occupants to live at the property: (including short term and children who stay on a regular basis)	
1.	2.
3.	4.
5.	6.

Please list all Pets:			
Type/Breed:	Age	Sex	#
Type/Breed:	Age	Sex	#

Emergency Contact:		Relationship:
Name:	Phone:	Email:

Every tenant over 18 years of age and all unaccompanied minors to provide 100 points of identification, at least one must be Photo ID, one must show your current address and one your proof of ability to pay the rent – please use this checklist:			
Drivers Licence	30 points <input type="checkbox"/>	Utility Accounts/Bills	15 points <input type="checkbox"/>
Passport	30 points <input type="checkbox"/>	Last 2 rent receipts	20 points <input type="checkbox"/>
Other Photo ID	30 points <input type="checkbox"/>	Tenant Ledger	20 points <input type="checkbox"/>
Birth Certificate	10 points <input type="checkbox"/>	Current Vehicle Rego	15 Points <input type="checkbox"/>
Pension/Health Care/Centrelink cards or statements	15 Points <input type="checkbox"/>	Bank and/or Credit Card/ ATO Statements	15 Points <input type="checkbox"/>
Other:		Total Points:	

Date you inspected the property:
Are you happy with the current condition of the property? Yes / No
Any other comments or relevant information:

OKG Terms of Application



The tenants are aware that applications will not be processed until it has been completed in full and that all documents requested have been received and are clear and legible copies.

- 1) Applicant warrants:
 - (a) the details are true and correct
 - (b) they are not bankrupt or insolvent
- 2) Applicant agrees they have inspected the property and accept its current condition.
- 3) The landlord or agent are not required to give an explanation to the applicant for any application not approved.
- 4) Privacy Statement
 - (a) The Agent must comply with the provisions of the Australian Privacy Principals (*Privacy Act 1988*) and where required maintain a privacy policy.
 - (b) The Privacy Policy outlines how the agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you, or on your behalf.
 - (c) You as the Applicant agree, to further assess your Application, the agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
 - (i) The landlord as Owner of the premises to which this application applies; and/or
 - (ii) Residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; and/or
 - (iii) Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the premises; and/or
 - (iv) Previous managing agents and nominated Referees to confirm information provided by you; and/or
 - (v) The landlords insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the agent relating to the administration of the Premises and use of the Agents services; and /or
 - (vi) The utility connection provider, where you have opted for such a service for the purpose of enabling the connection and /or disconnection of your utility services; and/or
 - (vii) Body Corporates
 - (d) The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
 - (e) The Agent will provide (where applicable), on request, a copy of its Privacy Policy.
- 5) Provision of Documents
The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the item Schedule.

Applicant's Personal Information Consent

I,..... the Applicant, give my consent for OKG Property Management to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicants Name:

Applicants Signature:

Date:

TICA 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 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 cannot process your application.

Agency Name: OKG Property Management (Herein referred to as the "Agent")
Address: Po Box 431, Narangba QLD 4504 Phone: 07 3491 2000 Fax: 07 3888 0300
Email: rentals@okg.com.au

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

Primary Purpose: Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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: The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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.

In the event of a successful tenancy application the applicant's personal information may be 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.

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

Applicants Name:	
Applicants Signature:	Date:

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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 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 \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

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 organisation 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, driver's 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's Privacy Policies and its deletion timeframe policies 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 the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.