



PRIVACY DISCLOSURE STATEMENT OF  
GQ PROPERTY MOOLOOLABA  
Shop 19 The Peninsular  
13 The Esplanade  
MOOLOOLABA QLD 4557  
PO Box 920 MOOLOOLABA QLD 4557  
Ph: (07) 54780082  
Fax: (07) 54780200

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on any tenancy reference database to which we have access. Your consent in collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our Privacy Officer at the agency. If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be declined.

#### PRIVACY CONSENT

I/We the Applicant/s acknowledge that I/We have read the Privacy Disclosure Statement above and I/We authorise the agency to collect information about me from:

1. My previous letting agents and/or landlords
2. My personal referees: and
3. Any tenancy reference database, which may contain personal information about me.

I/We also authorise the agency to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy reference database to which the agency subscribes or has access.

I/We authorise the agent to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I/We also authorise the agency to refer my details to an arranger of:

*(Optional – tick to indicate consent)*

- Insurance services (for contents insurance and other insurance products) and
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc)

PROPERTY APPLYING FOR : \_\_\_\_\_

Signed by Applicants 1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: APPLICATIONS ARE PROCESSED WITHIN 48 HOURS (SUBJECT TO BEING ABLE TO CONTACT REFERENCES) AND ARE FINALISED UPON OWNER'S APPROVAL. SHOULD RENT BE MORE THAN 33% OF THE GROSS INCOME OF ALL APPLICANTS, THEN THE APPLICATION WILL NOT BE PROCESSED. PROOF OF INCOME IS ESSENTIAL. IF RECEIVING CENTRELINK PAYMENT OR OTHER TYPE OF BENEFITS, COPY/S ARE REQUIRED.**



## TICA PRIVACY STATEMENT FOR TENANTS

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application.

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.

**APPLICANT 1**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License No: \_\_\_\_\_ Are you a smoker?: Yes No

Registration No & Type of Vehicle/s \_\_\_\_\_

Have you any dependants Yes/No - Dependant Names & ages \_\_\_\_\_

H Ph: \_\_\_\_\_ W Ph: \_\_\_\_\_

Mob Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**Present Address:** \_\_\_\_\_ Rent: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/owner \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous address:** \_\_\_\_\_ Rent: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/owner \_\_\_\_\_ Phone: \_\_\_\_\_

**Occupation/Employer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

**If self-employed:** Name of Business: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you are a student:** Name of Institution \_\_\_\_\_ Student ID: \_\_\_\_\_

**If you receive a Centrelink Payment:** Payment received each fortnight: \_\_\_\_\_

**Personal Referees (Do not include relatives)**

Name & address: \_\_\_\_\_ Ph: \_\_\_\_\_

Name & address: \_\_\_\_\_ Ph: \_\_\_\_\_

**Next of Kin/Relatives or other persons to contact in case of emergency**

Name & Address: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph: \_\_\_\_\_

Name & Address \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph: \_\_\_\_\_

**PETS** – List any pets owned. Number \_\_\_\_\_ Type \_\_\_\_\_

**Registered with Council Yes/No Which Council** \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY**

Sunshine Coast Daily  Internet  Sign Board  Referral  Other  \_\_\_\_\_

**APPLICANT 2**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License No: \_\_\_\_\_ Are you a smoker?: Yes No

Registration No & Type of Vehicle/s \_\_\_\_\_

Have you any dependants Yes/No - Dependant Names & ages \_\_\_\_\_

H Ph: \_\_\_\_\_ W Ph: \_\_\_\_\_

Mob Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**Present Address:** \_\_\_\_\_ Rent: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/owner \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous address:** \_\_\_\_\_ Rent: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/owner \_\_\_\_\_ Phone: \_\_\_\_\_

**Occupation/Employer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

**If self-employed:** Name of Business: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you are a student:** Name of Institution \_\_\_\_\_ Student ID: \_\_\_\_\_

**If you receive a Centrelink Payment:** Payment received each fortnight: \_\_\_\_\_

**Personal Referees (Do not include relatives)**

Name & address: \_\_\_\_\_ Ph: \_\_\_\_\_

Name & address: \_\_\_\_\_ Ph: \_\_\_\_\_

**Next of Kin/Relatives or other persons to contact in case of emergency**

Name & Address: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph \_\_\_\_\_

Name & Address: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph \_\_\_\_\_

**Pets – List any pets owned** Number \_\_\_\_\_ Type \_\_\_\_\_

**Registered with Council Yes/No** Which Council \_\_\_\_\_

**Please advise the following by selecting either Yes or No**

Have you ever been evicted by any agent/lessor? Yes/No  
Is there any reason known to you that would affect your ability to pay rent? Yes/No  
Was your rental bond at your last address refunded in full? Yes/No  
Are you in debt to another agent/lessor? Yes/No

Please advise what deductions were made from your rental bond: and/or Why are you in debt to your past agent/lessor?

**You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.**

**10 Points:** medicare card, birth certificate, motor vehicle registration papers

**30 Points:** bank statements, recent utility account eg phone, electricity or as.

**40 Points:** drivers licence, passport, 18+ card, student ID, last FOUR recent rent receipts, tenant Ledger.

**You will also be required to supply the agency with proof of your income upon submission of your application.**

Employed: last TWO pay slips  
Self Employed: Bank statements, group certificate or Accountants letter  
Not employed: Centrelink statement

I, the applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s 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 a 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 purposes, I authorise you to contact the persons named in the application, and to undertake such enquires and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties, I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide the reason 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 onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other agents, sales people and tenancy default databases.

I wish to undertake a tenancy for a period \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$\_\_\_\_\_ I understand that I am to pay a rental bond of \$\_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

The customer acknowledges that they have received or have available to them from the (Please select yes or no) lessor or agent the form 17a 18a, by laws (if applicable) before signing this application. Yes/No

The customer acknowledges that they have received the Privacy Policy of the Agent Yes/No

The customer acknowledges that both the lessor and I as tenants are bound by this application immediately on communication of the lessor's or his agents acceptance of it. Yes/No

**NAMES OF APPLICANT/S:**

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_