



P.O. BOX 120
 CONCORD NSW 2137
 P: 02 9743 1800
 F: 02 9743 4844
 E: membership@tica.com.au
 ACN: 087 400 379
 ABN: 84 087 400 379

Landlords Request to List

Landlord Details

Surname:			
First Name:			
Landlords Address:		State	Postcode
Home Phone:			
Work Phone:			
Mobile:			
Fax:			
E-mail:			
Property Address:		State	Postcode

Credit Card Payment Authority (Landlords note: \$44.00 payable per tenancy agreement)

Credit Card Type:	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card Holders Name:		
Signature:		

Card Number:	Expiry Date:	Security Code
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

I hereby declare that I have read, understand and agree to the terms and conditions set out on page 2 of this request.

Signature: _____ Date: _____

You must adhere to point 5 of the conditions for TICA to accept this request.



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CONDITIONS

1. The landlord agrees that the information supplied to TICA is accurate, complete and up to date in accordance with the Australian Privacy Principles.
2. The tenant/s named in the request to list form is named as a tenant on the Residential Tenancy Agreement.
3. That TICA will write to the tenant/s at their last known address (or forwarding address if provided) notifying them of the listing in accordance with the Australian Privacy Principles.
4. That TICA will maintain the record for a period of up to 7 years or as long as legislation permits.
5. **The landlord agrees to supply:**
 - (i) **The front page of The Residential Tenancy Agreement; and**
 - (ii) **The last page of the Residential Tenancy Agreement that includes the landlords and tenants signatures.**
6. TICA reserves the right to remove any listing that is found to be inaccurate, incomplete or out of date.
7. The landlord hereby gives consent to TICA to supply a tenant or TICA members the landlords contact details to discuss the tenant's history.
8. The landlord agrees that the cost of \$44.00 debited from the credit card is per property letting (i.e. all tenants named in the tenancy agreement).
9. To co-operate with other members who make inquiries regarding information contained within the database.
10. That they will not enter into arrangements with a tenant that may involve TICA or the TICA system without the prior written consent of TICA.
11. That notwithstanding the fact that the information contained within the database is the property of the listing landlord such information is subject to the TICA policies.
12. That no information can be removed from TICA unless such information is found to be untrue, inaccurate, incomplete, out of date, vexatious, offensive, or in breach of any State or Federal legislation that may be in place, or the time period for a listing has expired.
13. The landlord agrees that the listing is within the guidelines of any State legislation.
14. That the landlord will not list any individual on the database who is only an approved occupant. In the event that TICA discovers that an individual is only an approved occupant TICA will remove such listing.
15. The landlord must provide at least 2 identifying features on an individual being a minimum of full name and date of birth.
16. The landlord agrees to give the tenant/s 14 days written notice prior to listing them on the TICA Tenancy History Database.
17. The landlord agrees to notify TICA within 7 days of any debts being satisfied by a tenant.
18. The landlord agrees to notify TICA within 7 days of any Tribunal Orders in relation to this tenancy.
19. By submitting this request the landlord agrees to accept all legal liability in relation to the listing.



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Reason For listing

Tenant One

Surname:			
First Name:			
Drivers Licence No:		State of Issue:	
Proof of Age Card No:			
Passport No:			
Date of Birth:			
Forwarding Address:		State	Postcode

Tenant Two

Surname:			
First Name:			
Drivers Licence No:		State of Issue:	
Proof of Age Card No:			
Passport No:			
Date of Birth:			
Forwarding Address:		State	Postcode



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Tenant Three

Surname:			
First Name:			
Drivers Licence No:		State of Issue:	
Proof of Age Card No:			
Passport No:			
Date of Birth:			
Forwarding Address:		State	Postcode

Tenant Four

Surname:			
First Name:			
Drivers Licence No:		State of Issue:	
Proof of Age Card No:			
Passport No:			
Date of Birth:			
Forwarding Address:		State	Postcode