

**Tenant Information – Free report on Personal Information held in a Residential Tenancy Database**

Under **Section 439I of the Victorian Residential Tenancies Act 1997**, a Victorian tenant who applies in writing is entitled to a FREE report on information that is held in a Residential Tenancy Database by a Tenancy Database Operator.

Please note: A free copy only applies to the first instance a database operator provides a report within any 12-month period. Should a further request be made within the same 12-month period, a charge of \$19.80 will apply.

To obtain your free copy, please complete the below application along with the requested documents for identification purposes.

Should your personal information be listed on TICA, a copy of your free report will be emailed to you.

NB: An email will not be sent to you if there is no personal information found in the Residential Tenancy Database.

**Applicant details** (please ensure you write clearly to avoid errors):

First Name:  Middle Name:

Surname:  Date of Birth:

Current Address:

Drivers License Number:  State Issued:

Proof of Age Number:

Contact Number:

Email Address (for your report to be sent to):

\* If you do not have an email address, please include a Stamped Self Addressed Envelope

**Required (photocopy) copy of:**

- **Drivers Licence (back and front)**

Or

- **Proof of Age Card (back and front)**

Please post this form together with the photocopied documents to PO BOX 120, Concord NSW 2137 attentioned "Compliance Officer".

I declare that the information provided to TICA to process my request is current, complete and up to date.

Signed:  Print Name:

Date: