



P.O. Box 120
 Concord NSW 2137
 P: 02 9743 1800
 F: 02 9743 4844
 E: membership@tica.com.au
 ACN: 638 779 521
 ABN: 70 638 779 521

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:

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.

Terms and Conditions

The Landlord Agrees That:

1. The information supplied to TICA is accurate, complete and up to date in accordance with the Australian Privacy Principles.
2. The tenants named in the Landlord Request to List form is named as a tenant on the Residential Tenancy Agreement.
3. TICA will write to the tenant at their last known address (or forwarding address if provided) notifying them of the listing in accordance with the Australian Privacy Principles.
4. TICA will maintain the record for as long as legislation permits
5. **The landlord will 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 TICA reserves the right to remove any listing that is found to be inaccurate, incomplete or out of date.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 tenants history.
8. The cost of \$44.00 (inc. GST) debited from the credit card is per property letting (i.e. all tenants named in the tenancy agreement).
9. They will willingly co-operate with other TICA members who make enquiries regarding information contained within the database.
10. 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. Not with standing 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. That the listing is within the guidelines of their appropriate 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 14 days written notice (28 day written notice for NT) prior to listing them on the TICA Tenancy History Database.
17. The landlord agrees to notify TICA within 7 days of any debts being paid 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.
20. The services provided by TICA is a **fee for service**. 'Service' includes any phone calls, emails or written correspondence sent to the landlord from TICA seeking further information. It is important for the landlord to ensure that all required information is included in their original request as no refunds are available.
21. Payment is required before TICA actions any request. All payments are **non-refundable**. This policy does not exclude a person's right under Australian consumer law.



P.O. Box 120
 Concord NSW 2137
 P: 02 9743 1800
 F: 02 9743 4844
 E: membership@tica.com.au
 ACN: 638 779 521
 ABN: 70 638 779 521

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:			



P.O. Box 120
Concord NSW 2137

P: 02 9743 1800
F: 02 9743 4844
E: membership@tica.com.au

ACN: 638 779 521
ABN: 70 638 779 521

Forwarding Address:	State	Postcode
---------------------	-------	----------

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