



Tenancy Application Form

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PO Box 1062, Kenmore Qld 4069 | Shop 1A 2066 Moggill Road, Kenmore Qld 4069

APPLICANT NAME:			
PROPERTY ADDRESS:			
TENANCY START DATE		PRICE \$ P/WK:	
TENANCY TERM:	6 MONTHS / 12 MONTHS or OTHER:		

1. It is essential that each person over eighteen (18) years of age who will be residing in the property completes an Application Form and reviews a copy of the General Tenancy Agreement's terms and conditions applicable to our Agency prior to lodging an application.
2. Each applicant must provide a minimum of 100 points of identification:

ITEM	X	Points	Initial
Drivers License		30	
Passport		30	
Other Photo ID		20	
Current Wage Advice X 2		10	
Previous Tenancy Reference		20	
Previous 2 Rent Receipts		20	

ITEM	X	Points	Initial
Medicare Card		15	
Bank / Credit Card		15	
Bank Statement		15	
Telephone Account		15	
Electricity Account		15	
Gas Account		15	

3. Each applicant must also provide proof of income, ie. two most recent payslips and/or Centrelink income statement.
4. The application will not be processed until it is complete, and all applicants for the property have submitted applications and supporting documentation.
5. Please ensure you have signed the application's privacy consent located at the bottom of page 4.
6. We endeavour to process all applications within 72 hours of receipt of your application.
7. **Rent payment Method** – 4069 Real Estate uses DEFT Payment Systems. Alternatively, rent can be paid via Cash, Bank Cheque or Money Order in person, at our office.

For further information log on to: www.deft.com.au. Rent can be paid via internet/phone/direct debit from your own bank account/credit card. Costs: Approx. 85c per transaction. Surcharges for credit card transactions apply.

If Approved:

Once the application has been approved, you will be required to pay two (2) weeks rent within 24 hours to serve as a holding deposit. The property will not be held for you until such time as this deposit has been paid. A lease sign up date and time will be booked with the agent once the deposit has been paid.

Should you chose not to proceed with the tenancy; the two weeks deposit will be forfeited, as compensation to the Lessor for costs incurred in processing and re-advertising the property for rent.

Have you inspected the property with one of our friendly staff?			Yes / No
If Yes: Inspection Date:	/ /	Inspection Time:	AM / PM
CONTACT INFORMATION			
(M)	(H)	(W)	
Email:			
PERSONAL DETAILS			
Date of Birth:		Are you a smoker?	Yes / No
Drivers Licence No:		State of Issue:	
Passport Number:		Country of Issue:	
Car Make/Model:		Registration No:	
Are you an Australian Citizen?		Yes / No	
(If No) Do you have a Current Visa?		Yes / No	
(If Yes) Visa #:		Expiry Date:	
CURRENT ADDRESS DETAILS			
Property Address:			
Do you currently rent or own this property?		Rent / Own	
Reason for Leaving:			
Period of Occupancy:		Rent Amount:	\$ per week
Lessor/Agent:		Phone:	
PREVIOUS ADDRESS DETAILS			
Property Address:			
Do you currently rent or own this property?		Rent / Own	
Reason for Leaving:			
Period of Occupancy:		Rent Amount:	\$ per week
Lessor/Agent:		Phone:	
IF COMBINED LENGTH OF RESIDENCY FOR ABOVE LOCATIONS IS LESS THAN 24 MONTHS, PLEASE PROVIDE ADDITIONAL PROPERTIES.			
EMPLOYMENT INFORMATION			
Company Name:			
Your Position:		Net Weekly Income:	
Length of Employment:		Employment Type:	FT / PT / Casual
Contact Name:		Phone:	

IF SELF EMPLOYED			
Business Name:			
Address:			
Accountant's Name:		Phone:	
ACN:		ABN:	
Industry:			
REFERENCES – (OTHER THAN A RELATIVE OR CO-TENANT)			
Name:		Phone:	
What is the relationship to the applicant?			
Name:		Phone:	
What is the relationship to the applicant?			
IF STUDENT / UNEMPLOYED			
Institution:		Course:	
Completion Date:		ID Number:	
Study Type:	Full Time / Part Time	AUSTUDY?	Yes / No
<p>For students or persons not currently working, verification of income source must be provided.</p> <p>Please indicate by selecting the applicable documents you have provided to support your application from the list to the right.</p>		<p>AUSTUDY payment confirmation Bank statements Centrelink Documentation Other: _____</p>	
OCCUPANCY DETAILS			
Full name/s and ages of all adults and children to reside at the premises:			
1.		Age:	
2.		Age:	
3.		Age:	
4.		Age:	
PETS – YES / NO			
Type / Breed / Size:		Number:	
Type / Breed / Size:		Number:	
EMERGENCY CONTACT (OTHER THAN A CO-TENANT)			
Name:		Relationship:	
Address			
Phone:	(M)	(W)	(H)

TENANT DECLARATION

I, the applicant, declare I have inspected the property, it is to my satisfaction, and I hereby agree to take a tenancy of such premises for a period of _____ months, commencing from ____/____/____ at a weekly rental of \$_____ and confirm the rent to be paid is within my means (no more than 33% of my net income). I declare I am not bankrupt or an undischarged bankrupt.

Upon signing the application, I have read and agree to the General Tenancy Agreement including any special conditions. I have been directed by this agency that the proposed General Tenancy Agreement including any special conditions can be viewed upon request at their office.

Furthermore, upon the signing of this application, should my application be successful, I agree to sign a Tenancy Agreement for the premises, paying two weeks rent (to initially serve as a holding deposit until such time as the lease agreement is effected whereby it will be transferred towards my first two weeks rent), plus pay a rental bond of \$_____ (equivalent to 4 weeks rent, if the rent is over \$700 per week the Bond amount may vary), which shall be paid by cash, bank cheque, or money order directly to the 4069 Real Estate office.

I accept and acknowledge that if this application is rejected, there is no legal obligation on the agent to provide reasoning for this decision.

I do solemnly and sincerely declare that all the information contained within this application is true and correct and has been willingly supplied to assist in the assessment of my application.

PRIVACY DISCLOSURE STATEMENT FOR 4069 REAL ESTATE

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

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

PRIVACY STATEMENT

I, the applicant acknowledge that I have read the Privacy Disclosure Statement above and I authorise the agency to collect information about me from:

1. The owner or the agent of my current and/or previous residence.
2. My employers and personal referees
3. Any tenancy reference database (such as TICA) which may contain personal information about me.
4. I authorise 4069 Real Estate to refer my name and contact details to an arranger or service provider including, but not limited to, tradespeople (to attend to work at this property), salespeople (primary or secondary agents), valuers, the Lessor, other agents, other property managers and/or body corporate officers.

Signature: _____ Date: _____