



Address: PO Box 2768, Nerang DC QLD 4211

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APPLICATION INFORMATION

APPLICATION PROCESS

- ✓ One Application Per Person
- ✓ Incomplete Applications will not be processed.
- ✓ Provide photocopies of 100 points of identification as the guide shows below. Please include payslips and a photo id.

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK

Points per Document

Submit only one of the following and to be current:

Passport Drivers Licence

60

Proof of Age Card Other Photo ID from Government eg Pension Card, Student Card

40

2 recent Rent Receipts or Mortgage Payments 2 recent Pay Advices Tenancy Ledger

40

Car registration certificate Rates Notice Electricity/Telephone/Gas Account Bank Statement

Birth Certificate Bank card with signature

20

ALLURE REALTY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

If Application is accepted

If your Application is accepted, within 24 hours of acceptance, we require an amount, equal to 2 weeks rent is to be paid by bank deposit/ transfer. Then the General Tenancy Agreement is to be signed by all approved lease holders.

Rent payment method options

Internet Transfer, Bank Deposit or Bank Cheque is accepted as rental payment methods in our office.

APPLICANT CHECKLIST	OFFICE USE ONLY
<input type="checkbox"/> Attached photocopies of documents to meet 100 or more points of ID	Date: _____
<input type="checkbox"/> Inspected the Property both internally and externally	Time: _____
<input type="checkbox"/> Read and Understood the Form 18a (General Tenancy Agreement, Terms and any Special Terms & Conditions)	<input type="checkbox"/> Application completed in all sections
<input type="checkbox"/> Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent	<input type="checkbox"/> ID attached
<input type="checkbox"/> Read and understood the Allure Realty Application process including the process if my application is successful or unsuccessful	<input type="checkbox"/> Original ID signatures same as Application
_____ Signed _____ Dated	

TENANCY APPLICATION

RENTAL PROPERTY:			
APPLICANT DETAILS			
Full Name:			
Current Address:			
Date of Birth:		Place of Birth:	
Drivers Licence No:	Exp:	Passport No:	Exp:
Phone:	Mobile:	Email:	
Australian Citizen: YES / NO (Please attach copies of Passport and Visa)			Visa Expiry Date:
Vehicles to be kept at the property: #	Type:	Type:	Type:
Any of the cars unregistered: Yes / No # Reason:			
ADDRESS DETAILS			
If Renting.... Current Agent:			
Contact Number:		Email Address:	
Rent Per Week:	Period of Occupancy:	Months/ Years.	Do you expect the bond to be refunded in full:
If Property Owner.... Address:			
Is your property going to be.... rented / on the sale market / sold (please circle)			
Current Agent:		Contact Number:	
Previous Address:			Did you... rent / own
Current Agent:		Contact Number:	Fax/email:
Rent Per Week:	Period of Occupancy:	Months/ Years.	Was the bond refunded in full:
Reason for leaving:			
Previous Address:			Did you... rent / own
Current Agent:		Contact Number:	Fax/email:
Rent Per Week:	Period of Occupancy:	Months/ Years.	Was the bond refunded in full:
Reason for leaving:			
EMPLOYMENT DETAILS			
Current Employer:			Full time / Part time / Casual / Temp
Your Position:	Length of Employment:	Months	Years
Payroll / Manager's Name:	Position:		
Contact Number/email:	Income: \$ per		
Previous Employer:			Full time / Part time / Casual / Temp
Your Position:	Length of Employment:	Months	Years
Payroll / Manager's Name:	Position:		
Contact Number/email:	Income: \$ per		
Previous Employer:			Full time / Part time / Casual / Temp
Your Position:	Length of Employment:	Months	Years
Payroll / Manager's Name:	Position:		
Contact Number/email:	Income: \$ per		
Self Employed... Company Name: Trading As:			
Address:			ABN:
Period Self Employed:	Years	Months	Industry/ Nature of Business:
Total Annual Income: \$ (attach income statement by Accountant or ATO)			
Accountants Details:			Contact Number:
Student #:	Institution:	Course:	
Course Duration:	Duration left to complete:		Full time / Part time
Centrelink #:	Current payment: \$	fortnightly	Benefit Type:
	Rent Assistance: \$	fortnightly (not included above)	

OCCUPANTS

Name	Age	Relationship

PETS

Type:	Breed:	Sex:	Age:	Registered with the council:	Yes / No
Type:	Breed:	Sex:	Age:	Registered with the council:	Yes / No
Type:	Breed:	Sex:	Age:	Registered with the council:	Yes / No
Type:	Breed:	Sex:	Age:	Registered with the council:	Yes / No

PERSONAL REFERENCES

Name	Relationship	Contact Details
		Ph #: Email:
		Ph #: Email:
		Ph #: Email:

EMERGENCY CONTACT DETAILS

Name	Relationship	Contact Details
		Ph #: Email:
		Ph #: Email:
		Ph #: Email:

DECLARATION

Have you ever been evicted by any Lessor or Agent?	Yes / No	Details:
Are you in debt to another Lessor or Agent?	Yes / No	Details:
Is there any reason known to you that would affect your ability to pay rent when due?	Yes / No	Details:
Was your Bond at your last address refunded in full?	Yes / No	Details:
Are you listed on any tenant default database?	Yes / No	Details:
Was the Property in a satisfactory condition when you inspected it? If not, list requests?	Yes / No	Details:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

APPLICANT'S SIGNATURE _____ **Date** _____

I am applying for a Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____ / ____ / ____.

I have been given a copy of the General Tenancy Agreement and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent, by Internet Transfer, Bank Deposit or Bank Cheque. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent.

APPLICANT'S SIGNATURE _____ **Date** _____

PRIVACY DISCLOSURE STATEMENT

Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients.

You provide consent for the agency as part of application processing, to contact all necessary people (such as referees, other agents, tenancy databases), to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the agency.

Secondary Purpose:

During and after the tenancy you consent to your personal information being passed on, if required to other third parties which include, however, are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The lessor (owner) of the property may be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement, should it commence, is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name : _____

Applicant Signature: _____ Date: _____