



## TENANCY APPLICATION & PRIVACY STATEMENT

**Property Address You Wish to Apply For:**

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**Applicant Name:**

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**Your Application CANNOT be processed unless you have completed the following in FULL:**

<b>1.</b> An internal & external inspection of the property <b>must be</b> conducted by at least one of the applicants.	
<b>2.</b> One application form <b>per/adult 18 years+.</b>	
<b>3. Each applicant</b> must supply <b>100 points</b> of identification.	
<b>4. Each applicant</b> must supply photocopies/scans/photos of ID & documents. Original drivers license, 18+ card, current payslip, income statement <b>must be</b> provided when lodging the application. (See 'Point ID Checklist')	
<b>5.</b> This application <b>WILL NOT</b> be processed if you do not complete <b>all sections</b> of the application & provide <b>all</b> required documents & ID.	
<b>6.</b> Applications may be lodged via <b>Email, In Person</b> or via <b>Post</b>	
<b>7.</b> Our office endeavours to process all applications as quickly as possible and will contact you with an outcome within 48 hours.	
<b>8. Pets</b> If applicable at the property. Please complete Pet Application Form	

**POINT ID CHECKLIST:**

Drivers License – showing current address	60
Passport	60
Last 4 rent receipts or mortgage payments	40
Current Wage Slip x 3	30
Electricity/telephone/Utilities Statement – recent showing current address	30
Student Visa	30
Birth certificate	20
18+ Card/Student ID Card/Other – With Photo	20
Previous Tenancy Reference – Current & Previous Address	20
Rent Ledger – Current Address	20
Bank Cards/Credit Cards – With Signatures	20
Bank Statement	10
Motor Vehicle Registration	10
Medicare Card	10
<b>Total Points</b>	



**Personal details:** Date of Birth \_\_\_/\_\_\_/\_\_\_ Place of Birth: \_\_\_\_\_  
Drivers License no: \_\_\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_  
Passport no: \_\_\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_ **CURRENT AUSTRALIAN CITIZEN: YES / NO**

**Contact details:** Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Current rental history:** Rent p/w: \_\_\_\_\_ Period of occupancy: \_\_\_\_\_  
**Where do you live now?** Address: \_\_\_\_\_  
Agent/Landlord: \_\_\_\_\_  
P: \_\_\_\_\_ F: \_\_\_\_\_ E: \_\_\_\_\_

**Previous address:** \_\_\_\_\_  
Rent p/w: \_\_\_\_\_ Period of occupancy: \_\_\_\_\_  
Agent/Landlord: \_\_\_\_\_  
P: \_\_\_\_\_ F: \_\_\_\_\_ E: \_\_\_\_\_

**Employment details in Townsville:** Current employer: \_\_\_\_\_  
Full time Part time Casual Contract  
Your position: \_\_\_\_\_ Supervisor/managers name: \_\_\_\_\_  
Length of employment: \_\_\_\_\_ Contact details: P: \_\_\_\_\_ Mob: \_\_\_\_\_  
Total annual income (as declared to the ATO): \_\_\_\_\_  
My current pay date \_\_\_\_\_ of each week / fortnight / monthly / other \_\_\_\_\_

**Are You Self Employed?** Name of company: \_\_\_\_\_  
Trading as: \_\_\_\_\_ ABN: \_\_\_\_\_  
Address of business: \_\_\_\_\_  
How long have you been self employed: \_\_\_\_\_ Total annual income (as declared to ATO) \_\_\_\_\_  
Name of accountant: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_  
Creditor 1: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_  
Creditor 2: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_

**Centerlink Payments or Student (If Applicable):** Please indicate confirm your source of income:  
Student Parent/guardian letter Centerlink documents Austudy documents  
Unemployed Bank statement Centerlink documents Other: \_\_\_\_\_



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**Vehicle information (If Applicable):** Total number of vehicles to be kept at premises: \_\_\_\_\_

Registration number: \_\_\_\_\_ Model: \_\_\_\_\_ Owned / hire purchase

Registration number: \_\_\_\_\_ Model: \_\_\_\_\_ Owned / hire purchase

**Occupancy Details:** You are required to supply full names, current address and age of all people who will be residing at the property: (Please note all occupants over the age of 18 must complete individual application form)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

**Professional references:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Emergency Contact, not living with you:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_

I answer/confirm the following:

- 1. Have you ever been evicted by any Lessor or Agent? No Yes
- 2. Have you been refused another Property by a Lessor/Agent? No Yes
- 3. Are you in debt to another Lessor or Agent? No Yes
- 4. Is there any reason known to you that would affect your ability to pay your rent? No Yes
- 5. If yes for any of the above questions please give details: \_\_\_\_\_

6. Was your bond at your last address refunded in full? No Yes

**I confirm the following:** I completed an internal & external inspection of the property on the \_\_\_/\_\_\_/\_\_\_ and found the property to my satisfaction. \_\_\_\_\_ ← Initial Here

**I wish to apply for a tenancy for the above property for a period of \_\_\_\_\_ months at a rental of \$\_\_\_\_\_ per week, commencing on the \_\_\_/\_\_\_/\_\_\_\_\_.**

I understand that upon approval of this application by the lessor arrangements must be made for all applicants to sign the 'General Tenancy Agreement' within 24 hours and a minimum of the first 2 weeks rent and the full amount of the bond be paid by bank cheque/money order or direct deposit as per attached Trust Account details.

**All monies owing including the bond of four (4) weeks rent and two (2) weeks rent must be paid by clear funds prior to keys being released by agent/lessor.**

**BOND \$ \_\_\_\_\_ + 2 WEEKS RENT \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (Total Payable)**

Initial \_\_\_\_\_

I agree to provide proof of income, as part of this application, such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand, should my application be accepted, the agency (on behalf of the lessor) will require a General Tenancy Agreement (Form 18a) signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance, if accepted). I understand all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences, and during the tenancy (if the application is accepted by the lessor) – I understand the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand should my application be denied by the lessor, there is no legal requirement of the agency to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. *(If you would like a copy of the agency privacy policy, please request one from our staff)*

I understand if I have any questions about the tenancy or the application process, the agency welcomes and encourages enquiries prior to applications being made. I further understand, I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement, pest control and water charging.

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. *(Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).*

I 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.

I consent to my personal information being passed on during the tenancy (should it commence), and after the tenancy, 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.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the agency. **To review our agency privacy policy, please contact our office to request a copy.**

**By signing this form, I have read and understood clearly all the information outlined above.**

<b>Name of Applicant</b>	
<b>Signature</b>	<b>Date</b> ____/____/____