

TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied

The property will not be held for you until the application has been approved and the two week's rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 9.00am - 5:00pm. Any other time by arrangement.

One application is to be completed per person.

This application must be accompanied by copies of documents from those listed below for the 100 Points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

100-POINT IDENTIFICATION CHECK

<input type="checkbox"/> Driver's licence	40
<input type="checkbox"/> Passport	40
<input type="checkbox"/> 18+ Card	40
<input type="checkbox"/> Birth Certificate	30
<input type="checkbox"/> Other Photo ID	20
<input type="checkbox"/> Current Wage Pay Slip/Centrelink Statement	30
<input type="checkbox"/> Previous two rent receipts	20
<input type="checkbox"/> Motor vehicle registration	20
<input type="checkbox"/> Bank Statement, Phone Account, Electricity Account	20
<input type="checkbox"/> ATM Card	20
<input type="checkbox"/> Medicare	20

TOTAL POINTS

In most instances, we are able to process your application within 72 hours and advise you by phone. If we are unable to contact all of your referees, this process may take longer. Once the application has been approved you will be required to pay a minimum of two week's rent to secure the property.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more pints of ID. Refer to list above.
- Attached photocopies of Current Wage Pay Slips/Centrelink Statement/Bank Statement
- Completed all details in full on the Application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement & Privacy Consent – see page 5/6

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application Received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of Applicant to contact in relation to application status NAME			

Applicant's Full Name and Address	Name Address	
Personal Details	Date of Birth / /	Place of Birth
	Drivers Licence No:	Expiry Date
	Smoker <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Passport No	Expiry Date
Applicant's Contact Details	Home	Work
	Mobile	Email
Current Details	Rent/Board Own	Period of occupancy Years Months
	Agent/Landlord	Email
	Phone	Rent per week \$
	Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes <input type="checkbox"/> No Why
Previous Address	Address	
	Rent per week \$	Period of occupancy Years Months
	Agent/Landlord	Email
	Was the Bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Why	Phone
Employment	Current Employer	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract
	Your Position	Supervisor's Name
	Length of Employment Years Months	Email Phone
	Total Annual Income	\$
	Currently I am paid on the _____ of each week/fortnight/month	
If Self Employed	Company Name	Trading As
	Address	
	ABN	Industry/Nature of Business
	How long have you been self-employed?	Years Months
	Total Annual Income	\$
	Accountant	Phone
	Creditor	Phone

If a Student or Not Currently Employed - Centrelink	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED		
	Student ID	Institution	Faculty
	Course		Duration
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent/Guardian Letter <input type="checkbox"/> Centrelink Document		<input type="checkbox"/> Austudy <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No Copies of Passport and Visa attached		Visa Expiry / /
Vehicle Information	Total number of vehicles to be kept at the premises		
Registration No		Model	Owned/Hire Purchase
Registration No		Model	Owned/Hire Purchase
Occupancy Details Of All persons other than applicant wishing to occupy the premises.		Name	Address
Pets	<input type="checkbox"/> No <input type="checkbox"/> Yes	Type/Breed	Age
Emergency Contact Details of Closest Relatives who will not be Residing with you	Name Relationship Address Phone	Name Relationship Address Phone	
2 Personal References (Not a Relative)	Name	Occupation	Phone
	Name	Occupation	Phone

I confirm the following:

- Have you ever been evicted by any Lessor of Agent No Yes _____ Details
- Have you been refused another Property by a Lessor or Agent? No Yes _____
- Are you in debt to another Lessor or Agent? No Yes _____
- Is there any reason know to you that would affect your ability to pay rent when due? No Yes
- Was your rental bond at your last address refunded in full? No Yes

PROPERTY ADDRESS		Rent Per Week \$
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I have inspected the Property. I found the property to be in a satisfactory condition.

I, the applicant, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s:

(Include Applicant 1 and Applicant 2 Name)

RENTAL PROPERTY:

GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week.

The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we agree that once the application has been approved, I agree to pay 2 week's rent to secure the property.

In this instance that being \$_____. I agree that the property will be advertised and marketed until the requested rent has been paid. I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and authority is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction.

I/we, authorise the agent to collect, use and disclose personal information to:

- a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- b) prepare agreements and tenancy documents
- c) allow tradespeople or equivalent organisations to contact me
- d) lodge, claim or transfer (to or from) a Bond Authority
- e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- f) refer to Collection Agents and Lawyers (where applicable)
- g) lodge Insurance claims (where applicable)
- h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- i) utility connection providers, where the applicant has opted for such a service
- j) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.
- k) TICA (Tenancy Information Centre of Australia)

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements, TICA (Tenancy Information Centre of Australia)

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

[Each applicant must read and initial every page of this application as acceptance of the information provided]

Applicant 1 Signature: _____ Date: ___/___/___

Applicant 2 Signature: _____ Date: ___/___/___

Agent to Witness: _____ Date: ___/___/___

Moving Hub-To save you time when you're moving house. Moving Hub can assist you by arranging your utility connections. It's free and there are NO obligation. Please tick the box below

Yes, I would like to be contacted by Moving Hub