

TENANCY APPLICATION



| | | |
|-------------|-----------------------------------|---|
| AGENCY NAME | Your PropertyCare |  |
| ADDRESS | | |
| PHONE | 0497 4494 24 | |
| EMAIL | enquiries@yourpropertycare.com.au | |

PROPERTY ADDRESS FOR RENT

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application, so it can be processed promptly.

Please read prior to completing your Application

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition
- One Application is to be completed **per person**.
- Applications are processed Monday to Friday only, allow 2 business days.
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant. Please complete all details accurately, as incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA)

| COMPULSORY |
|--------------------------------------|
| Proof of Income / Pay slips (last 4) |
| Centrelink Statement |
| Current Bank Statement |
| Photo of All Pets (if applicable) |

Submit **only one** of the following: 70
 Passport Birth Certificate

Submit **only one** of the following: 40
 Drivers Licence Proof of Age Card
 Other Photo ID from Government eg Pension Card, Student Card

Documents on which your name and current address appear: 25
 Rates Notice Electricity/Gas Account
 Bank/Credit Card Statement Telephone Account
 Medicare Card

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

Applications are referred to the owner of the property and the owners' decision is considered final

Applicant Checklist - Before I submit this Application, I have;

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

Should Your Application Be Successful

- You will be required to pay the first two weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. Once the Tenancy Agreement has been signed, you will be required to pay the bond. We require cleared funds to our account before the keys are collected.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- We are a CASHLESS office. Methods of payments options are, BPAY, Internet & Automatic Recurring Payment through the DEFT Payment System.
- We do not accept bond transfers; however, Qld Housing Bond Loans will be accepted once approved.

I have read, understand and agree to all of the terms above

Signed: _____

How did you find out about this Property

Website Realestate.com.au Agency contact Sign Referral Other

Applicant's Details

Name in Full _____ Other Name/s You have been known by _____

Date of Birth _____ Place of Birth _____

Drivers Licence No. _____ Expiry _____ Passport No _____ Expiry _____

Home Mobile Business

Email _____ Smoker Yes _____ NO _____

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date _____

Current Address:

Current Tenancy Details if applicable

Rent per week \$ _____ Period of occupancy _____ Years _____ Months _____

Agent/Landlord _____ Business _____ Fax _____

Reason for leaving _____

Do you expect the Bond to be refunded in full Yes No Why: _____

Previous Address

Address _____

Rent per week \$ _____ Period of occupancy _____ Years _____ Months _____

Reason for leaving _____

Agent/Landlord _____ Business _____ Fax _____

Employment (Proof of income must be provided)

Current Employer _____ Your Position _____

Full Time Part Time Casual Contract

Length of Employment _____ Years _____ Months _____ Payroll Contact: Ph: _____ Email: _____

If employed less than 6 months – previous employer details _____ Email: _____ Business _____

If Self Employed

Company Name _____ Trading As _____

Address _____ ABN _____

Period self employed _____ Years _____ Months _____ Industry/ Nature of Business _____

Accountant Details : Business _____ Period of Self Employment: _____

Business Referee Name _____ Business _____

Income – specify \$ net per annum and provide verification

• Employment – last 4 payslips _____ \$ _____

• Self Employment – provide Accountant letter to verify _____ \$ _____

• Other: (*Centrelink payments or other benefits) _____ \$ _____

TOTAL _____ \$ _____

If a Student or Not Currently Employed

| Student ID # | Institution | Course | Duration | |
|--|--|--|---|--------------------------------|
| Refer to the following selected documents attached to Application to verify my source of income: | | | | |
| <input type="checkbox"/> Parent/Guardian Letter | <input type="checkbox"/> Centerlink Document | <input type="checkbox"/> Bank Statements | <input type="checkbox"/> Austudy Document | <input type="checkbox"/> Other |

Vehicles to be kept at Property

| Registration No | Model | Owned / Hire Purchase |
|-----------------|-------|-----------------------|
| Other | | |

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

| Name | Date of Birth | Relationship | Name | Date of Birth | Relationship |
|------|---------------|--------------|------|---------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |

Pets No Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You

| 1. Name | 2. Name |
|---|---|
| Address | Address |
| Relationship <input type="checkbox"/> H | Relationship <input type="checkbox"/> H |
| <input type="checkbox"/> W <input type="checkbox"/> M | <input type="checkbox"/> W <input type="checkbox"/> M |

Personal Referees who are not Relatives

| Name | Occupation | <input type="checkbox"/> Business Hours Contact |
|------|------------|--|
| 1. | | <input type="checkbox"/> Mob <input type="checkbox"/> Work |
| 2. | | <input type="checkbox"/> Mob <input type="checkbox"/> Work |

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

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

I apply for Tenancy for a period of 6 / 12 months, at a rental of \$ per week commencing on / / .

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

| ITEM | CALCULATION | \$ PAYABLE | IMPORTANT NOTES |
|--|-------------|------------|--|
| Rent – first 2 weeks rent | 2 x \$ | = \$ | Must be paid BEFORE lease commences |
| Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List | 4 x \$ | = \$ | Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval |
| TOTAL PRE-MOVING IN COST | | \$ | Total to be paid BEFORE lease commences |

APPLICANT'S SIGNATURE

Date

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third-party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Your PropertyCare**. I authorise **Your PropertyCare** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Your PropertyCare subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Your PropertyCare** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Your PropertyCare to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email and the method of receiving advice or notification by SMS is accepted.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

| | |
|----------------------------|--|
| Applicant Name | |
| Applicant Signature | |
| Date | |
| Time | |

If you are unable to sign the application electronically, typing your name will acknowledge your consent to the terms of the application.



Email: enquiries@yourpropertycare.com.au