

# TENANCY APPLICATION



Unit Number \_\_\_\_\_  
 Complex / Address \_\_\_\_\_  
 Applicants Name \_\_\_\_\_

Our agency welcomes your application and any queries you may have. The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your application

- One application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required.

This application must be accompanied by copies of documents from those listed below for the 100 points Identification Check.

### NOTE : This must include a Drivers 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.

### Identification Check:

100 points required

Accepted Documents	Points Per Document	Total Points
Driver's Licence, Passport, 18+ Card	40	
Birth Certificate, Student Id, Other Photo Id, Previous Tenancy Ledger, Last Four Rent Receipts'	30	
Current Vehicle Registration Certificate, Bank Statement, Telephone/Electricity/Gas Account, Medicare/Healthcare Card	10	

### Proof of Income:

Type	Proof of Income Documentation
Employed	Minimum Last 3 Payslips
Self Employed	Bank Statement, Group Certificate & Accountants Letter
Unemployed / Student	Centrelink Statement, Bank Statement, Other confirmation of income source

This application cannot be processed until it is complete with copies of supporting documents attached.

Our agency staff will contact you within 24-48 business hours. If the application is approved, the General Tenancy Agreement will need to be signed by all lease holders and an amount equal to, bond and 2 weeks rent, be deposited into a designated account within 24 hours of acceptance.

### Applicant Checklist:

#### Before I submit this application, I have:

- Attached photocopies of documents to meet 100 points of ID
- Inspected the property both internally and externally
- Completed all possible details on the application form
- Provided all contact details for confirmation of income source
- Read and signed the Privacy Disclosure Statement and Privacy Consent page.

### How did you find out about this property?

- www.realestate.com.au
- SEQ Rents Website
- RPC Website
- Newspaper
- Walk In
- For Rent Sign
- Referral
- Other:

OFFICE USE ONLY - To be completed by agent at the time of application submission.		
Checklist	Date/ Time	Staff Member to Sign
Application Received		
Original Id Sighted, Signatures Compared		
Check Application is complete and Privacy Consent signed		
Name of nominated applicant to contact in relation to this application		

<b>Applicant's Details</b>	Name			
	Address			
<b>Applicant's Personal Details</b>	Date of Birth		Place of Birth	
	Drivers Licence No.		Expiry Date	
	Passport No.		Expiry Date	
<b>Applicant's Contact Details</b>	☎ Home		☎ Business	
	☎ Mobile		Email	
<b>Current Rental Details</b>	Agent/ Landlord		☎ Business	
	Rent per week \$		☎ Fax	
	Period of occupancy	Months	Years	Email
	Do you expect the bond to be refunded in full?		<input type="checkbox"/> Yes <input type="checkbox"/> No Why?	
<b>Previous Address</b>	Address			
	Agent/ Landlord		☎ Business	
	Rent per week \$		☎ Fax	
	occupancy	Months	Years	Email
	Was the bond to be refunded in full?		<input type="checkbox"/> Yes <input type="checkbox"/> No Why?	
<b>Employment</b>	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		☎ Business
		Months		☎ Fax
	Total Annual Income (as declared to Australian Taxation Office) \$			
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)				
<b>If Self Employed</b>	Company Name			
	Trading As			
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office) \$			
	Accountant		☎ Business	
	Creditor		☎ Business	
Creditor		☎ Business		
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student Id Number			
	Institution		Faculty	
	Course		Duration	
	Please indicate documents supplied with this application to confirm your income source.			
	<input type="checkbox"/> Parent/ Guardian Letter		<input type="checkbox"/> Austudy Documents	
<input type="checkbox"/> Centrelink Documents		<input type="checkbox"/> University Acceptance Letter		
<input type="checkbox"/> Bank Statements		<input type="checkbox"/> Scholarship or Funding allowance		
<b>Australian Citizen</b>	<input type="checkbox"/> Yes		Visa Type:	
	<input type="checkbox"/> No - please supply copy of Passport & Visa		Visa Expiry Date:	
<b>Vehicle Information</b>	Please list all vehicles that are to be kept at the premises:			
	<i>Registration No.</i>	<i>Make &amp; Model</i>	<i>Colour</i>	<i>Owner</i>

<b>Occupancy Details</b> Full names, current addresses and ages of all people (including children) who will reside at this property	<i>Name</i>		<i>Relationship with Applicant</i>	<i>Age / DOB</i>
<b>Pets</b>	<input type="checkbox"/> Yes	Type	Breed	
	<input type="checkbox"/> No	Council Registered?	References attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Smoking</b>	Are you or any persons/ dependants living with you a smoker?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Emergency Contact Details</b> Preferred person to be contacted in the event of an emergency	Contact Name		Relationship	
	Address		Phone Number	
	Contact Name		Relationship	
	Address		Phone Number	
<b>Personal References</b> (not relatives) Please ensure each has agreed for you to nominate them as a referee.	<i>Name</i>		<i>Occupation</i>	<i>Business Hours Contact</i>

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | <b>YES</b>               | <b>NO</b>                |
| 1. Have you ever been evicted by an agent or lessor?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been refused another property by an agent or lessor?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you in debt to another agent or lessor?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there any reason known to you that would affect you ability to pay rent when due? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Was your rental bond at your last address refunded in full? If No, why?              | <input type="checkbox"/> | <input type="checkbox"/> |

**I confirm the following:**

During my inspection of the property on \_\_\_\_/\_\_\_\_/\_\_\_\_ I found it to be in a satisfactory condition.  
IF No, I request the following items be attended to prior to my tenancy, subject to lessor's approval.

<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input type="checkbox"/>

**APPLICATION OFFER**

I have inspected the premises and wish to apply for a tenancy period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**I Understand that if this application is approved by the Lessor:**

- I, or the nominated applicant, will be notified within 48 business hours of the application status
- Arrangements must be made for the Rental Bond and First Two Weeks to be paid within 24 hours.
- Arrangements must be made for all applicants/tenants to sign the General Tenancy Agreement within 24 hours.
- All rental and bond payments are to be made via Electronic Transfers, Bank Cheque or Direct Deposit into the nominated Trust Account.

Pre Moving In Cost	Calculation	Amount Payable
<b>Rent</b> - First Two Weeks	2 x \$	\$
<b>Bond</b> - 4 x Weekly Rent (If rent is over \$700pw then bond is equal to 5 weeks rent)	4 x \$	\$
<b>TOTAL Pre Moving In Cost</b>		<b>\$</b>

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRIVACY DISCLOSURE STATEMENT OF Real Property Consultants Pty Ltd**

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 your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this 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 Real Property Consultants Pty Ltd 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/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Real Property Consultants Pty Ltd and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this 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 Real Property Consultants Pty Ltd 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 residential 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, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of Real Property Consultants Pty Ltd. I authorise Real Property Consultants Pty Ltd to collect information about me from:

My previous letting Agents and/or Lessors;

My personal referees, employers and all other references on this application;

Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise Real Property Consultants Pty Ltd & RPC Arbour Pty Ltd to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise Real Property Consultants Pty Ltd 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

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

**ACKNOWLEDGEMENT**

I, the applicant,

By ticking this box, I acknowledge that I have received and/or reviewed the General Tenancy Agreement (Form18a), the standard terms and any special terms before completing this application.

By ticking this box, I acknowledge that I have received and/or reviewed the Information Statement (Form17a) & Body Corporate By-Laws (if applicable) before completing this application.

By ticking this box, I acknowledge that my personal contents is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

By ticking this box, I acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor's or agents acceptance of the application.

**DECLARATION**

I declare that the application information provided is true and correct and that I have supplied it of my own free will. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Applicant's Full Name \_\_\_\_\_  
(Please Print)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ : \_\_\_\_ am/pm