www.qre.com.au

QUIRK quirk real estate abn. 57 087 793 146 pty. ltd.

66 queen street, warragul p. 5623 6062 f. 5622 3100 e. info@qre.com.au

Tenancy Application

Single Application

Thank you for your interest in the property situated at:

Note: *This application covers 1 applicant only. Application details are required for each adult person intending to reside at the premises.*

1 The attached Tenancy Application Form must be completed in full. Your application should include contact names, telephone numbers and rental references. Please remember to bring your current drivers licence / passport / birth certificate for confirmation of your identity and / or details.

2 We endeavour to process Tenancy Applications within **2 business days of lodgement**. This may not always be possible however when attempting to contact all relevant referees etc. Our Property Management Department should be contacted 48 hours after lodging your application to advise whether your application has been successful, unless otherwise advised.

3 In the event that your Tenancy Application is unsuccessul for this property you can request to have this application submitted for a different property or retained on file for future use. Where a completed Tenancy Application is held on file it will be retained for a period of one (1) month only. At the expiry of one (1) month it will be destroyed.

Privacy Statement

The personal information provided in this application or that, which is collected from other sources, is necessary for Quirk Real Estate to verify the applicant's identity and to process and evaluate the tenancy application. The personal information collected may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to Quirk Real Estate and/or the landlord. Quirk Real Estate may also disclose information to other parties on the internet. The privacy policy of NTD can be viewed at www.ntd.net.au.

Quirk Real Estate may utilise the following residential tenancy database company to check the tenancy history of applicants.
If you wish to contact this organisation the details are listed below:

NTD 1300 526 836 www.ntd.com.au

☐ **I confirm that I have been notified of the tenancy database contact details and the reasons for use.**

Quirk Real Estate will only disclose information to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access personal information held by Quirk Real Estate, they can do so by written request to Quirk Real Estate at 66 Queen Street, Warragul 3820. Any personal information held will be made available within 48 hours of the request. The applicant can correct this information if it is inaccurate, incomplete or out of date. All unsuccessful tenancy applications will be held by Quirk Real Estate for a period of 1 month. At the expiry of 1 month they are destroyed.

If information is not provided and/or the applicant does not consent to the uses to which Quirk Real Estate puts their personal information, Quirk Real Estate cannot properly assess the risk to the landlord, or carry out their duties as professional property managers. Consequently, Quirk Real Estate may not be able to process the application.

Applicant (1) signature: Printed name: Date: / /

Tenancy Application

Applicant 1

1 Your name

Given names

Surname

2 Sex

Tick Male Tick Female

3 Date of birth

Day Month Year

4 Identification (please provide copies)

Drivers licence Number State

Passport Number Exp. date

Healthcare card Number Exp. date

5 Contact details

Office hours Area code

After hours Area code

Mobile

Email address

6 Alternate contact

Note: *When circumstances arise that we are not able to contact you for matters relating to the property, please provide alternate contact details.*

Name

Address Street

Town Postcode

Phone Area code

Relationship

7 Number of occupants

No. Adults No. Children

Note: *Please complete an application form for each adult intending to occupy the premises. If more than 2 adults are applying for tenancy, additional forms can be obtained from our office.*

8 Vehicle details

Car type

Registration no.

Tick Owned Tick Financed Tick Company car

9 Do you intend to keep pets at the premises?

Tick Yes (provide details below)

Tick No

Are your pets kept indoors? Tick Yes Tick No

No. Dogs Breed

No. Cats Breed

No. Other Type/breed

10 Current address

Tick Owned Tick Rented

Street

Town Postcode

How long have you lived there?

Rent $ Frequency

Bond $

Reason for leaving address

Note: *If you have recently sold your property please advise of the selling agent, otherwise enter property management details.*

Estate agent

Phone Area code

Landlord (if private rental)

Phone Area code

11 Previous address

Tick Owned Tick Rented

Street

Town Postcode

How long have you lived there?

Rent $ Frequency

Bond $ Refunded? Tick Yes Tick No

Reason for leaving address

Note: *If you have recently sold your property please advise of the selling agent, otherwise enter property management details.*

Estate agent

Phone Area code

Landlord (if private rental)

Phone Area code

Tenancy Application

Applicant 1

12 Current employment details

Occupation

Employer

Address

Street

Town

Postcode

Contact

Phone

Area code

How long have you worked there?

Net weekly income

Employment status

Tick Full time Tick Part time Tick Casual

Tick Self employed (provide details)

Company / business name

ACN

Accountant details (if self employed)

Accountant phone

Area code

13 Previous employment details

Occupation

Employer

Address

Street

Town

Postcode

Contact

Phone

Area code

How long have you worked there?

Company / business name (if self employed)

ACN

Accountant details (if self employed)

Accountant phone

Area code

14 Do you receive Centrelink income benefits?

Tick Yes (provide copy of current income statement)

Tick No

Pension $

Rent assistance $

Parenting payments $

Other $

Other payment details

Details

15 Are you currently studying?

Tick Yes (provide details below)

Tick No

TAFE / University

Campus co-ordinator

Phone

Area code

Do you receive any benefits?

Aus study $

Youth allowance $

Other $

Other benefit details

Details

16 References

Note: *If applicable, please provide references that will support your credibility as a tenant (for example: previous landlord / managing agent, selling agent). References are to exclude immediate family and friends.*

1 Name

Phone

Area code

Relationship to applicant

2 Name

Phone

Area code

Relationship to applicant

Tenancy Application

Applicant 1

17 Has your tenancy ever been terminated by a landlord or agent?

Tick Yes (provide details below)

Tick No

Details

18 Have you ever been refused a property by any landlord or agent?

Tick Yes (provide details below)

Tick No

Details

19 Are you bankrupt or making payment of monies to any creditors?

Tick Yes (provide details below)

Tick No

Details

20 Are you in debt to another landlord or agent?

Tick Yes (provide details below)

Tick No

Details

21 Have any deductions ever been made to a rental bond? (inc. Government paid bond)

Tick Yes (provide details below)

Tick No

Details

22 Is there any reason known to you that would affect your future rental payments?

Tick Yes (provide details below)

Tick No

Details

23 How did you hear about this property?

Tick Newspaper

Tick Office list

Tick Estate agent

Tick Internet

Tick Sign

Tick Other (provide details)

Details

Office Use Only

Applicant 1

Employment details confirmed Tick

Details

NTD internet check Tick

Reference 1 contacted Tick

Details

Reference 2 contacted Tick

Details

Current landlord / agent contacted Tick

Details

Application discussed with landlord Date

Details

Application approved by landlord Tick Yes Tick No

Applicant advised of outcome Date

Tick Phone Tick In person

Details

Inclusions Tick Lawn Tick Gardens Tick Both

Other

Pets Tick Approved Tick Not approved

Application processed by

Staff member Time Date

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Tenancy Declaration Statement

Single Application

Property address:

I the said applicant declare that all information contained in this application is true and correct, and that the information is provided of my own freewill. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I wish to apply to rent the above property for a period of _____ months commencing on _____ / _____ / _____.

I inspected the above property on _____ / _____ / _____.

I acknowledge that the rent is $ _____ per month.

I acknowledge that the bond contribution is $ _____.

I agree to allow Quirk Real Estate to photocopy information supplied by me for their records.

If your application is successful:

I acknowledge that should my application be successful, that I will be required to pay one months rent in advance, a rental bond and formalize the agreement by signing and returning the Residential Tenancy Lease Agreements by the due date set out in the covering letter provided by Quirk Real Estate. Accordingly I understand if these conditions are not met by the due date, it will be assumed I no longer require the property and it will be immediately re-advertised for lease.

Bond:

You will be required to complete a Bond Lodgement form as part of the Tenancy Agreement. This form must be completed by all parties nominated on the lease indicating name and amount paid. As Landlords/Agents are required to forward Bond monies to the RTBA, the Bond payment in form of a ***bank cheque or money order*** payable to the **Residential Tenancies Bond Authority (RTBA)**. You will be forwarded an official receipt by RTBA after approximately 7 days.

It is the responsibility of the tenant to have all services (telephone, gas, electricity and water) connected to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. The Landlord's insurance policy does not cover your possessions.

I agree and understand that in the event of this application being unsuccessful there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application. Should the application be approved by the Landlord, no action will be taken against the Landlord/Agent should the premises be unavailable for occupation on the date for whatever reason.

Applicant (1) signature:	Printed name:	Date: / /