

PRE APPLICATION INFORMATION

APPLICATION FOR RESIDENTIAL TENANCY page.1.

Suite 2/181 Musgrave Street, North Rockhampton Q 4701. PH 07) 4930 4900 FX: 07) 4922 7845. rentals@primerockhampton.com.au



APPLICANT CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 points or more points of I.D.
- Inspected the Property both internally & externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent & Marketing Consent
- Completed the Pet Application & Agreement form if you are applying for pets to reside at the property

AGENCY PROCESS

As your application is a high priority, we will endeavour to have an answer to you within 48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information Verification By Our Agency

To verify your application information we contact Tenancy Databases eg. TICA & NTD. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Lessor and personal referees.

If Application Is Not Accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

If Application Is Accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within twenty-four (24) hours of notification of acceptance.

IF APPROVED

Rent Payment Method Options

Direct Debit, EFTPOS (reception), Direct Deposit, Money Order, Bank Cheque or Centrepay are accepted as rent payment methods.

Arrange the following services:

Power Connection	ERGON	PH: 131046
Gas Connection	ELGAS	PH: 131161
Phone Connection	TELSTRA	PH: 132200
Contents Insurance	Arrange Personally
Change Address & Redirect Mail	For existing accounts & services

IDENTIFICATION

<input type="checkbox"/>	TENANCY LEDGER	50
<input type="checkbox"/>	DRIVER'S LICENSE	40
<input type="checkbox"/>	PASSPORT / 18+ CARD / OTHER PHOTO I.D.	30
<input type="checkbox"/>	LAST 4 RENT RECEIPTS	20
<input type="checkbox"/>	CURRENT PAY ADVICE – LETTER OF CONTRACT / LAST 4 PAYSLEIPS / CENTRELINK	20
<input type="checkbox"/>	CARD - MEDICARE / PENSION / HEALTHCARE / TRANSPORT / BANK	20
<input type="checkbox"/>	BIRTH CERTIFICATE	10
<input type="checkbox"/>	TAX LETTER	10
<input type="checkbox"/>	BANK STATEMENT	10
<input type="checkbox"/>	INVOICES – PHONE / ELECTRICITY / GAS / VEHICLE REGISTRATION / OTHER	10

ACKNOWLEDGEMENT & CONSENT BY APPLICANT

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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 Residential 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 Prime Properties. I authorise Prime Properties 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 Prime Properties subscribes. I can refer to their Privacy Disclosure Statement via: www.tica.com.au and www.ntd.com.au

I authorise Prime Properties 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 for Prime Properties 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 - _____

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Prime Properties is authorised to contact me direct regarding the CONNECTION of these utility services.

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 or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____ TIME: _____

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How did you find out about this property

- Website - www. Newspaper Agency Contact Sign Referral Other Agent
 Other

APPLICANTS FULL NAME AND CURRENT ADDRESS

NAME

ADDRESS

Personal Details

Date of Birth 18+ Card Number
Drivers License Number Expiry Date Passport Number Expiry Date

Applications Contact Details

Home Work Mobile Email

Australian Citizen

Yes No – Refer to copies of Passport & Visa attached Visa Expiry Date

Current Tenancy Details

Rent Per Week \$ Period of Occupancy Years Months
Agent/Landlord Phone Fax
Do you expect the Bond to be refunded in full Yes No – Why:

Previous Address

Rent Per Week \$ Period of Occupancy Years Months
Agent/Landlord Phone Fax

Employment

Current Employer
 Full time Part Time Casual Contract
Your Position Length of Employment Years Months
Payroll/Managers Name Phone Fax
Total Annual Income (as declared to the Australian Taxation Office) \$ Pay Day is of each week/fortnight/month

If Self Employed

Company Name Trading As
Address ABN
Period Self Employed Years Months Industry/Nature of Business
Total Annual Income (as declared to the Australian Taxation Office) \$ *Attach income statement by Accountant or ATO Return*
Accountant Details Phone
Creditor Referee Phone
Creditor Referee Phone

RENTAL REFERENCE - URGENT
APPLICATION FOR RESIDENTIAL TENANCY



Suite 2/181 Musgrave Street, North Rockhampton Q 4701. PH 07) 4930 4900 FX: 07) 4922 7845. rentals@primerockhampton.com.au

FAX BACK TO: 07 4921 4697 PHONE: 07 4922 2618
PROPERTY MANAGER:

In accordance with the Privacy Act, I, the undersigned, authorise the recipients of this fax to give information to Prime Properties regarding my rental history. I understand this information may be used to assess my application.

TENANT NAME: _____

TENANT SIGNATURE: _____ DATE SIGNED: _____

ADDRESS OF PROPERTY RENTED: _____

MANAGING AGENT: _____

OFFICIAL USE ONLY – TO BE COMPLETED BY PREVIOUS AGENT

PERIOD OF OCCUPANCY (DATES) ___/___/___ TO ___/___/___

RENT PAID \$ _____ PER WEEK

ANY REMEDIES _____

REASON _____

NOTICE TO LEAVE _____

REASON _____

INTERUM INSPECTION _____

IS/WAS YARD MAINTAINED ? _____

ANY DAMAGE NOTED? _____

BOND REFUND _____

IN FULL _____

OTHER _____
Please advise of deductions

PETS (Type) _____

NUMBER OF OCCUPANTS _____

NAMES ON LEASE AGREEMENT _____

WOULD YOU RENT TO THEM
AGAIN? _____

OUTSTANDING MONIES _____

REASON FOR LEAVING _____

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WOULD YOU RENT TO THEM
AGAIN? _____

OUTSTANDING MONIES _____

REASON FOR LEAVING _____

PET AGREEMENT

PROPERTY		
PET DETAILS	Pet 1	Pet 2
<i>If more than 2 approved pets, print and complete separate Pet Agreement.</i>		
TYPE OF PET/S		
NAME/S		
AGE		
DESEXED		
COUNCIL REG #		
DESCRIPTION		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

The Tenant/s acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by or as result of actions by their pet/s or their guests pet/s and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. The Tenant provides the following information for use in the case of an emergency:
8. The Tenants have received a copy of this Agreement

EMERGENCY PET CARETAKER		
NAME		
ADDRESS		
CONTACT NUMBERS	Home	Mobile
VETERINARIAN		
NAME		
ADDRESS		
CONTACT NUMBER		

SIGNED & ACCEPTED BY TENANTS		
_____	_____	_____
TENANT NAME	TENANT SIGNATURE	DATE
_____	_____	_____
TENANT NAME	TENANT SIGNATURE	DATE
_____	_____	_____
TENANT NAME	TENANT SIGNATURE	DATE
_____	_____	_____
TENANT NAME	TENANT SIGNATURE	DATE
_____	_____	_____
TENANT NAME	TENANT SIGNATURE	DATE
PRIME PROPERTIES ROCKHAMPTON	_____	_____
AGENCY NAME	LESSOR SIGNATURE	DATE