

# Tenancy Application Form



**Mail:** 67/325 Stanley St Brendale 4500

**Phone:** 0407 644 744

**Email:** warner@rent71.com

**Website:** www.rent71.com

## TENANCY APPLICATION INFORMATION

Applications will not be processed unless all information is supplied.

Each applicant must complete a separate application.

## REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed unless all documents required are provided.

## IDENTIFICATION

You must provide 100 points of identification with your application. Note: At least one form of photo identification and copies of last 3 pay slips must be provided.

40 points – drivers licence, passport, birth certificate, 18+ card

30 points – other photo ID

20 points – previous 4 rent receipts, 3 current payslips

10 points – vehicle registration certificate, utility accounts, rates notice, medicare card, health care or pension card

## PROOF OF INCOME

You will be required to submit proof of your income with your application. Your application will not be processed unless this is provided.

- Last 3 pay slips (if employed)
- Bank statements / Rental ledger/ Rates Notice (if owner)

## PAYMENT OF RENT & BOND

Rent and Bond may be paid by way of direct debit or at your local bank branch.

We do not accept cash!

## APPLICANT CHECKLIST

Before you submit your application, please check that you have:

- Attached photocopies of the required supporting documents
- Completed the Application form, Declaration form and Privacy consent forms attached.

## IDENTIFICATION CHECK

Drivers Licence	40	<input type="checkbox"/>	Passport	40	<input type="checkbox"/>
Birth Certificate	40	<input type="checkbox"/>	18+ Card	40	<input type="checkbox"/>
Other Photo ID	30	<input type="checkbox"/>	4 Rent receipts	20	<input type="checkbox"/>
3 Pay Slips	20	<input type="checkbox"/>	Vehicle Rego	10	<input type="checkbox"/>
Electricity Bill	10	<input type="checkbox"/>	Telephone Bill	10	<input type="checkbox"/>
Rates Notice	10	<input type="checkbox"/>	Medicare Card	10	<input type="checkbox"/>
Health Care card	10	<input type="checkbox"/>	Pension Card	10	<input type="checkbox"/>

## IMPORTANT NOTE

If your application is approved, then within 3 working days The General Tenancy Agreement 18a is to be signed by all approved lease holders and an amount equivalent to 2 weeks rent, plus bond is to be paid by Direct Debit or at your local bank branch. Failure to comply, will result in forfeiture of your application approval.

## APPLICANT ACKNOWLEDGEMENT

Applicant Name:

Applicant Signature:

Date:

# APPLICATION FORM

Date:	Term of lease: <input type="checkbox"/> _____ years <input type="checkbox"/> _____ months
Property address: Warner Outlook Unit /325 Stanley Street, Brendale Qld 4500	
Unit type: <input type="checkbox"/> 3 Bedroom <input type="checkbox"/> 4 Bedroom	
Weekly rent \$:	To commence on (date):
How did you find out about this property? <input type="checkbox"/> realestate.com.au <input type="checkbox"/> gumtree.com.au <input type="checkbox"/> Our website <input type="checkbox"/> Our Signs <input type="checkbox"/> Other (please specify): _____	

Applicant Details	
Full Name:	
Date of Birth:	
Phone: Home ( )	Phone: Business ( )
Phone: Mobile	Email:
Drivers Licence	State of Issue:                      Expiry:
Passport No:	State of Issue:                      Expiry:
Have you been known by any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what name/s:
Are there any other applications to accompany your application (eg: other occupants): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name/s of other applicants / occupants:	
Please list any dependants residing with you?	Number of dependants:
Name:	DOB:                      Relationship:
Name:	DOB:                      Relationship:
Name:	DOB:                      Relationship:

Current Address	
Do you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share <input type="checkbox"/> Family/Friends <input type="checkbox"/> Other _____	Rent you paid per week \$ Period of Occupancy: ____ years ____ months
Property Address:	
Agent / Lessor Name:	Phone: ( ) Email:
Reason for Leaving:	

Previous Address	
Do you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share <input type="checkbox"/> Family/Friends <input type="checkbox"/> Other _____	Rent you paid per week \$ Period of Occupancy: ____ years ____ months
Property Address:	
Agent / Lessor Name:	Phone: ( ) Email:

Reason for Leaving:	
<b>Current Employment</b>	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Length of employment: ____ years ____ months	Weekly Income (net) \$
Name of Employer:	Contact Name:
Employer Address:	Employer Phone: ( )

<b>Previous Employment(if current employment period is less than 12 months)</b>	
Position:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Length of employment: ____ years ____ months	Weekly Income (net) \$
Name of Employer:	Contact Name:
Employer Address:	Employer Phone: ( )

Other Income	Net weekly income (attach statements)

<b>Vehicles (please list vehicles to be kept at the property)</b>	
Make & Model:	Registration Number:
Make & Model:	Registration Number:

# DECLARATION FORM

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

If Yes, Why: \_\_\_\_\_

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

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

If Yes, Why: \_\_\_\_\_

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

Was our property in a satisfactory condition when you  Yes  No inspected it?

If No, Why: \_\_\_\_\_

I declare the information provided is true and correct.

I consent to verify my details via Tenancy Information Centre of Australia (TICA) records.

I declare I am not bankrupt or an undischarged bankrupt.

I am applying for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_/\_\_\_/\_\_\_

I have been given a copy or have read the General Tenancy Agreement 18a and any Special Terms at [www.notar.com.au](http://www.notar.com.au) before submitting this Application.

I understand that if the nominated Applicant/s is advised that this application is approved, then within 3 working days all approved Applicants are to sign the General Tenancy Agreement 18a and pay 2 weeks rent plus Bond. The Tenant/s is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by direct deposit or at your local Bank Branch, which must be paid BEFORE your lease commences.

<i>ITEM</i>	<i>CALCULATION</i>	<i>AMOUNT</i>	<i>IMPORTANT NOTES</i>
Rent – 2 times weekly rent	2 x \$	\$	
Bond– 4 times weekly rent	4 x \$	\$	
<b>TOTAL PRE-MOVING IN COSTS</b>		<b>\$</b>	Total to be paid BEFORE lease commences

## **APPLICANT ACKNOWLEDGEMENT**

Applicant Name:

Applicant Signature:

Date:	
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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 Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents and your Employer. We will also check details of Tenancy defaults by you 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 that our Agency collects from other sources is necessary for Rent 71 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. If your Application is not successful it will be stored securely for a period of approximately one month and we will destroy your documents appropriately.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by Rent 71 .

#### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Rent 71 .

I authorise Rent 71 to collect information about me from:

- My previous letting Agents and/or Lessors;
- My employers and all other references on this application;
- Tenancy Database to which Rent 71 subscribes.

I authorise Rent 71 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.

#### 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, SMS or any other method of receiving advice or notification.

#### **ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

Applicant Name:	
Applicant Signature:	
Date:	