

TENANCY APPLICATION



AGENCY NAME	PROFESSIONALS NEW FARM
ADDRESS	629 BRUNSWICK STREET, NEW FARM QLD 4005
PHONE	(07) 3358 4099
FAX	(07) 3358 2077
EMAIL	leasing@professionalsnewfarm.com.au

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

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person along with your last 2 payslips.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Drivers Licence, Passport, Birth Certificate	40
<input type="checkbox"/> 18+ Card, Other Photo ID, Recent or Current Pay Advice , Previous Tenancy Ledger	30
<input type="checkbox"/> Previous four rent receipts	20
<input type="checkbox"/> Current vehicle registration certificate, Bank Statement, Credit Card Statement , Telephone, Electricity, Gas Accounts, Pension Card, Health Care Card	10

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order, Bank Cheque in office or Credit Card over the phone.

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

- Attached photocopies of documents to meet 100 or more points of ID including at least 1 photo identification and last 2 payslips.
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read.
- Applicant Signature _____ Date _____
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

PROPERTY ADDRESS FOR RENT

I apply for Tenancy for a period of _____ 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.

How did you find out about this Property

Website: www. _____ Newspaper Agency contact Sign Referral Other Agent

Other: _____

Applicant's Full Name and Current Address

Name _____ Address _____

Personal Details

Date of Birth _____ Place of Birth _____

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

Applicant's Contact Details

Home Mobile Business Email

Australian Citizen

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

Current Tenancy Details

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

Agent/Landlord Business _____ Fax _____

Reason for leaving _____

Previous Address

Address _____

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

Agent/Landlord Business _____ Fax _____

Employment

Current Employer _____

Full Time Part Time Casual Contract

Your Position _____ Length of Employment _____ Years _____ Months _____

Payroll / Manager's Name _____ Fax _____ Business

Total Annual Income (as declared to Australian Taxation Office) \$ _____

If Self Employed

Company Name _____ Trading As _____

Address _____ ABN _____

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

Total Annual Income (as declared to Australian Taxation Office) \$ _____ *Attach income statement by Accountant or ATO Return*

Accountant Details Business

Creditor Referee Business

Creditor Referee Business

If a Student or Not Currently Employed

Student ID #	Institution	Faculty	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. 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

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age
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Pets No Yes: Type Number Council Registered

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

1. Name	Relationship	2. Name	Relationship
Address		Address	
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Personal Referees who are not Relatives

Name	Occupation	{ Business Hours Contact
1.		Mob Work
2.		Mob 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:

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

I understand that if the nominated Applicant is advised this Application is approved then within 48 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 50% Bond. The Tenant 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.

I acknowledge that should the property not be available for occupancy from the agreed start date as per the General Tenancy Agreement 18a the tenant will not be liable for rental payments until the revised lease start date.

I understand the Agent uses DEFT Payment Systems for rent payments. Deft is a convenient way to pay rent via phone online or having funds directly debited from a nominated bank account. If used the Tenant will incur a fee of \$0.85 per transaction, fees for payments made via credit card Mastercard /Visa 1.50%, American Express 3.30%, Diners Club 3.773%.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE, MONEY ORDER** made payable to **PROFESSIONALS NEW FARM** or by contacting our office for an over the phone Credit Card payment.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent <i>NB: If rent is over \$700pw, Bond is as specified on Rent List</i>	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

In Presence of Agency Representative

Date



Professionals New Farm

629 Brunswick Street, New Farm QLD 4005

Phone: (07) 3358 4099 Email: rentals@professionalsnewfarm.com.au

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 Professionals New Farm. I authorise Professionals New Farm 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 The Professionals New Farm subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Professionals New Farm** 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.

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. I authorise The Professionals New Farm to provide my details to DIRECT CONNECT who will contact me to arrange connection of my utilities.

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 throughout my entire tenancy. I acknowledge receipt of all RTA Forms, general correspondence and notifications will be accepted by email, SMS or fax.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	