

TENANCY APPLICATION



AGENCY NAME Professionals P J Torbey Real Estate

ADDRESS 95 Cook Street, Oxley, QLD 4075

PHONE 07 3379 8655

FAX 07 3278 1183

EMAIL admin@pjtorbeyre.com.au



PROPERTY ADDRESS FOR RENT

I apply for Tenancy for a period of ____ months, at a rental of \$ ____ per week commencing on ____/____/____

Was the Property in satisfactory condition when you inspected it? YES/NO If not, list requests: _____

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

- 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. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- Our Agency staff will contact you within 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 the full Bond (equal to 4 weeks rent) plus 2 weeks rent is to be paid by the approved payment methods
- Rental Payments can be made in the following approved methods: Money Order, Bank Cheque (cost may apply up to \$15.00 per order), Internet Transfer or Direct Deposit (cost may apply up to \$5.00 per transaction).

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK – 100 POINTS PER APPLICANT

ONE DOCUMENT MUST BE SUPPLIED FROM EACH CATEGORY

	<u>Photo ID</u>			<u>Proof of Income</u>	
<input type="checkbox"/>	Drivers Licence, 18+ Card, Passport	40 Points	<input type="checkbox"/>	2 x recent Payslips, Centrelink Statement, Letter from Employer	30 Points
	<u>Proof of Current Address</u>			<u>Other ID</u>	
<input type="checkbox"/>	Phone, Electricity, Gas, Vehicle Registration, Bank Statement	20 Points	<input type="checkbox"/>	Medicare Card, Pension Card	10 Points

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

- ☐ Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- ☐ Inspected the Property both internally and externally
- ☐ Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- ☐ Completed the Pet Application & Agreement form if pets are to reside at the Property

Applicant One

Name in Full

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Home

☎ Mobile

☎ Business

Email

Australian Citizen

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

Current Tenancy Details

Address

Rent per week

\$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

Fax

Reason for leaving

Do you expect the Bond to be refunded in full ☐ Yes ☐ No Why:

Previous Address

Address

Rent per week

\$

Period of occupancy

Years

Months

Reason for leaving

Agent/Landlord

☎ Business

Fax

Do you expect the Bond to be refunded in full ☐ Yes ☐ No Why:

Employment

Current Employer

Your Position

☐ Full Time

☐ Part Time

☐ Casual

☐ Contract

Length of Employment

Years

Months

Gross \$

per week

Payroll / Manager's Name

Fax

☎ Business

If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

☎ Business

Creditor Referee

☎ Business

Income – specify \$Gross per annum and provide verification

☛ Self Employment – provide Accountant letter to verify \$

☛ Other: \$

TOTAL \$

If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

Refer to the following selected documents attached to Application to verify my source of income:

☐ Parent/Guardian Letter

☐ Centerlink Document

☐ Bank Statements

☐ Austudy Document

☐ Other

Applicant Two

Name in Full

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☐ Home

☐ Mobile

☐ Business

Email

Australian Citizen

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

Current Tenancy Details

Address

Rent Per week

\$

Period of occupancy

Years

Months

Agent/Landlord

☐ Business

Fax

Reason for leaving

Do you expect the Bond to be refunded in full

☐ Yes

☐ No Why:

Previous Address

Address

Rent per week

\$

Period of occupancy

Years

Months

Reason for leaving

Agent/Landlord

☐ Business

Fax

Do you expect the Bond to be refunded in full

☐ Yes

☐ No Why:

:

Employment

Current Employer

Your Position

☐ Full Time

☐ Part Time

☐ Casual

☐ Full Time

Length of Employment

Years

Months

Gross \$

per week

Payroll / Manager's Name

Fax

☐ Business

If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

☐ Business

Creditor Referee

☐ Business

Income – specify \$Gross per annum and provide verification

* Self Employment – provide Accountant letter to verify \$

* Other: \$

TOTAL \$

If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

Refer to the following selected documents attached to Application to verify my source of income:

☐ Parent/Guardian Letter

☐ Centerlink
Document

☐ Bank Statements

☐ Austudy Document

☐ Other

Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

Registration No

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets ☐ No ☐ Yes: Refer to attached Pet Application and Agreement completed

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

Applicant One	Applicant Two
1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
Applicant 1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
Applicant 2.		<input type="checkbox"/> Mob <input type="checkbox"/> 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

Was the Property in a satisfactory condition when you inspected it? If not, list requests

☐ 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 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay the full bond (equal to 4 weeks rent) and 2 weeks rent. 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.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid within 24 hours of Application approval
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
NB: If rent is over \$700pw, Bond is as specified on Rent List			
TOTAL PRE-MOVING IN COST		\$	Must be paid within 24 hours of Application approval

APPLICANT ONE SIGNATURE

Date

APPLICANT TWO SIGNATURE

Date

Professionals P J Torbey Real Estate

95 Cook Street, Oxley QLD 4075

P: 07 3379 8655 F: 07 3278 1183

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 Oxley. I authorise Professionals Oxley 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 Professionals Oxley subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Professionals Oxley 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 Professionals Oxley«Company_Name» 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. Direct Connect is authorized 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 One Name	
Applicant One Signature	
Date	
Applicant Two Name	
Applicant Two Signature	
Date	

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS BEING APPLIED FOR			
NAME OF ALL APPLICANTS			
GENERAL	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form.		
PET DETAILS If more than 2 pets, print and complete separate Pet Agreement.		PET 1	PET 2
	TYPE OF PET/S (eg Dog/Cat)		
	Breed (eg. Staffy, Tabby)		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
EMERGENCY PET CARER The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> 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. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, 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. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying. 8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section. 		
ACKNOWLEDGEMENT BY APPLICANT/S	Applicant Name	Signature	Date