

# TENANCY APPLICATION



**AGENCY NAME** Professionals Oxley  
**ADDRESS** 95 Cook Street, OXLEY, QLD 4075  
**PHONE** 07 3379 8655  
**FAX** 07 3278 1183  
**EMAIL** admin@professionalsoxley.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

- 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.

## PROPERTY ADDRESS FOR RENT:

## NAME OF ALL APPLICANTS:

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

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

## DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK – 100 POINTS PER APPLICANT ONE DOCUMENT MUST BE SUPPLIED FROM EACH CATEGORY

	<b><u>Photo ID</u></b>			<b><u>Proof of Income</u></b>	
<input type="checkbox"/>	Drivers Licence, 18+ Card, Passport	40 Points	<input type="checkbox"/>	Recent Pay Slip x 2/Centrelink Statement/ Current Letter from Employer	30 Points
	<b><u>Proof of Current Address</u></b>			<b><u>Other ID</u></b>	
<input type="checkbox"/>	Telephone/Mobile/Electricity/Gas Account/ Current Vehicle Registration/Bank Statement	20 Points	<input type="checkbox"/>	Medicare Card / Bank Card/ Pension Card / Membership card with Photo & Signature	10 Points

- 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) and 2 weeks rent is to be paid.
- Rental Payments can be made in the following approved methods : Money Order (cost may apply up to \$10.00 per order), Bank Cheque (cost may apply up to \$15.00 per Cheque), Internet Transfer (cost may apply up to \$5.00 per transaction), Direct Deposit (cost may apply up to \$5.00 per deposit)

## 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
- ☐ Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- ☐ 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
- ☐ Acknowledged that a Fee may apply to the chosen Rental Payment Method

## Applicant One

Name

### Personal Details

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

Do you expect the Bond to be refunded in full

☐ Yes

☐ No Why:

### Previous Address

Address

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord

☐ Business

Fax

Did you receive a full Bond refund

☐ Yes

☐ No Why:

### Employment

Current Employer

Your Position

☐ Full Time

☐ Part Time

☐ Casual

☐ Contract

Length of Employment

Years

Months

Income (Net After Tax) \$

Pay day is

of each: week / fortnight / month

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

Source – List below

\$Gross per annum (Verification required)

\* Other:

\$

\* Other:

\$

TOTAL

\$

### If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

☐ Parent/Guardian Letter

☐ Centerlink Document

☐ Bank Statements

☐ Austudy Document

☐ Other



## Applicant Two

Name

### Personal Details

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

Do you expect the Bond to be refunded in full

☐ Yes

☐ No

Why:

### Previous Address

Address

Rent per week

\$

Period of occupancy

Years

Months

Agent/Landlord

☐ Business

Fax

Did you receive a full Bond refund

☐ Yes

☐ No

Why:

### Employment

Current Employer

Your Position

☐ Full Time

☐ Part Time

☐ Casual

☐ Contract

Length of Employment

Years

Months

Income (Net After Tax) \$

Pay day is

of each: week / fortnight / month

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

Source – List below

\$Gross per annum (Verification required)

\* Other:

\$

\* Other:

\$

TOTAL

\$

### If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

☐ Parent/Guardian Letter

☐ Centerlink Document

☐ Bank Statements

☐ Austudy Document

☐ 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: 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 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 NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond equivalent to 4 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Must be paid within 24 hours of Application approval

APPLICANT ONE SIGNATURE

Date

APPLICANT TWO SIGNATURE

Date



**Professionals Oxley**  
99 Cook Street, OXLEY QLD 4075  
Ph: 07 3379 8655 – Fax: 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](http://www.tica.com.au) and [www.ndt.com.au](http://www.ndt.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** 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 Signature	
Date	
Applicant Two Name	
Applicant Signature	
Date	

# PET APPLICATION AND AGREEMENT

<b>PROPERTY ADDRESS BEING APPLIED FOR</b>			
<b>NAME OF ALL APPLICANTS</b>			
<b>GENERAL</b>	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.		
<b>PET DETAILS</b> If more than 2 pets, print and complete separate Pet Agreement.		<b>PET 1</b>	<b>PET 2</b>
TYPE OF PET/S (eg Dog/Cat)			
Breed (eg. Staffy, Tabby)			
AGE			
DESEXED	YES / NO		YES / NO
COUNCIL REG #			
DESCRIPTION			
<b>EMERGENCY PET CARER</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
<b>VETERINARIAN</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
<b>TERMS AND CONDITIONS</b>	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> <li>1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li> <li>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.</li> <li>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</li> </ol>		
<b>ACKNOWLEDGEMENT BY APPLICANT/S</b>	<b>Applicant Name</b>	<b>Signature</b>	<b>Date</b>