

# TENANCY APPLICATION



2/121 Newmarket Road  
 Windsor QLD 4030  
 Phone 07 3857 2700 Fax 07 3857 2766  
 Email: pm@ppga.net.au  
 Website: www.investment-realestate.com.au

Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10

### TOTAL POINTS

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent, be paid by money order or bank cheque within 24 hours of acceptance.

## APPLICATION CHECKLIST

### Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status	Name	Phone	

<b>PROPERTY ADDRESS</b>				
<b>How did you find out about this Property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
<b>Applicant's Full Name and Address</b>	Name			
	Address			
<b>Personal Details</b>	Date of Birth _____ / _____ / _____	Place of Birth		
	Drivers Licence No.	Expiry Date		
	Passport No.	Expiry Date		
<b>Applicant's Contact Details</b>	☎ Home	☎ Business		
	☎ Mobile	Email		
<b>Current Rental Details</b>	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes	<input type="checkbox"/> No Why _____
<b>Previous Address</b>	Address			
	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
<b>Employment</b>	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years _____	Fax	
		Months _____	☎ Business	
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)				
<b>If Self Employed</b>	Company Name		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years _____	Months _____
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Accountant		☎ Business	
	Creditor		☎ Business	
	Creditor		☎ Business	
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
<b>Australian Citizen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry	/ /	

PROPERTY ADDRESS				
How did you find out about this Property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
Applicant's Full Name and Address	Name			
	Address			
Personal Details	Date of Birth _____ / _____ / _____	Place of Birth		
	Drivers Licence No.	Expiry Date		
	Passport No.	Expiry Date		
Applicant's Contact Details	☎ Home	☎ Business		
	☎ Mobile	Email		
Current Rental Details	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes	<input type="checkbox"/> No Why _____
Previous Address	Address			
	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☎ Business	
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
If Self Employed	Company Name		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years _____	Months _____
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Accountant		☎ Business	
	Creditor		☎ Business	
	Creditor		☎ Business	
If a Student or Not Currently Employed	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry _____ / _____ / _____		
Vehicle Information	Total number of vehicles to be kept at the premises			
	Registration No	Model		

	State		
	Registration No State	Model	Owned / Hire Purchase
Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property	<b>Name</b>	<b>Address</b>	<b>Age</b>
Pets	No <input type="checkbox"/> Yes <input type="checkbox"/>	Type	Breed
	Reg No Council	Reference is attached	Yes <input type="checkbox"/>
Emergency Contact Details of Closest Relatives who will not be Residing with You	Name	Name	
	Relationship	Relationship	
	Address	Address	
	‡ Home	‡ Home	
	‡ Work	‡ Work	
	‡ Mobile	‡ Mobile	
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	<b>Name</b>	<b>Occupation</b>	<b>‡ Business Hours Contact</b>

I confirm the following:

- |  |  |  |        |
|--|--|--|--------|
|  |  |  | Detail |
| 1. Have you ever been evicted by any Lessor or Agent?                                    | <input type="checkbox"/> No <input type="checkbox"/> Yes |  | _____  |
| 2. Have you been refused another Property by a Lessor or Agent?                          | <input type="checkbox"/> No <input type="checkbox"/> Yes |  | _____  |
| 3. Are you in debt to another Lessor or Agent?   | <input type="checkbox"/> No <input type="checkbox"/> Yes |  | _____  |
| 4. 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 |  | _____  |
| 5. Was your rental bond at your last address refunded in full?                           | <input type="checkbox"/> No <input type="checkbox"/> Yes |  | _____  |

**I confirm the following:**

During my inspection of the Property on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I found it to be in a satisfactory condition  Yes  No

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**I understand that if this Application is approved by the Lessor:**

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> NB: If rent is over \$500pw, Bond is specified on rent list	4 x \$	= \$	Full bond or part bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval.
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Must be paid BEFORE lease commences

<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>In Presence of Agency Representative</b>		<b>Date</b>	



# URGENT RETURN FAX 07 3857 2766

## REQUEST FOR RENTAL REFERENCE

TO \_\_\_\_\_

AGENCY \_\_\_\_\_

Fax: \_\_\_\_\_

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the tenancy from you / the Agency.

**Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.**

TENANT'S NAME/S \_\_\_\_\_

PROPERTY RENTED \_\_\_\_\_

RENT AMOUNT PAID PER WEEK \_\_\_\_\_

Was the tenant listed as a lessee?	YES / NO
Did you / your agency terminate the tenancy?	YES / NO
During the tenancy, was the lessee ever in arrears?	YES / NO
Did the tenant receive any Notice to Remedy's?	YES / NO
If Yes – Reason/s _____	
Were periodic inspections conducted during the tenancy?	YES / NO
Was any damage noted during the inspections?	YES / NO
Were pets kept on the premises without permission?	YES / NO
Did the lessee leave the property clean and tidy?	YES / NO
Was the bond refunded in full?	YES / NO
If No – Reason/s _____	
Would you or your agency rent to them again?	YES / NO

PLEASE ATTACH A COPY OF THE TENANT LEDGER YES / NO

### COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Partnership Securities P/L** 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/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **Partnership Securities P/L** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this 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 **Partnership Securities P/L** 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 residential 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.

<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	

