

Property Address: _____

NOTICE TO APPLICANTS

*Before we can commence processing your application,
you will need to provide us with the following:*

100 POINTS OF IDENTIFICATION AND INCOME VERIFICATION

1. One Photo identification – Driver's Licence, Proof of Age Card or Passport
2. Any bills etc with current address e.g. Telephone, Electricity, Registration
3. Medicare Card
4. If employed, your last 2 payslips or a letter from your employer
5. Copy of Centrelink Statement outlining current payments being received

Refer to page 3 of 'Application for Residential Tenancy' for further options for identification

Please note: WE REQUIRE THIS APPLICATION TO BE COMPLETED FULLY - if your application is not completed with full contact details, referees, rental history and all applicants' signatures, your application WILL NOT be processed.

THANKYOU FOR YOUR CO-OPERATION

Brassall

Ph: 07 3813 0077 Fax: 07 3813 0022 Email: corey@ngurealestate.com.au

Karalee Prestige

Ph: 07 3813 0099 Fax: 07 3813 0022 Email: debbie@ngurealestate.com.au

Ripley Valley

Ph: 07 3288 6999 Fax: 07 3288 6622 Email: kirsten@ngurealestate.com.au

Terms and Conditions

I agree to provide proof of income as part of this Application such as recent income verification, pay slips, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency.

By signing this form, I have read and understood clearly all of the information outlined above

Name:	
Signature:	Date:

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this Application; Contact by our Agency may be made via phone, sms or email.

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

River City Real Estate Sales Pty Ltd Trading as NGU Real Estate Ipswich

ADDRESS: Brassall Shopping Centre
37/68 Hunter Street

SUBURB: BRASSALL STATE: QLD POSTCODE: 4305

PHONE: 07 3813 0077 MOBILE: 0458 121 456 FAX: 07 3813 0022 EMAIL: sharon@ngurealestate.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB: STATE: POSTCODE:

Rent: \$ Rent period: ← weekly / fortnightly / monthly Bond: \$

Tenancy Term: Fixed term agreement Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

WORK PHONE: MOBILE: HOME PHONE: EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S): RELATIONSHIP TO APPLICANT: DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets:

Type of Pet/s: Are your pets registered with a council? Yes No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS _____

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS: _____

PHONE/MOBILE: _____

SUBURB: _____

STATE: _____

POSTCODE: _____

REFEREE 2:

RELATIONSHIP: _____

ADDRESS: _____

PHONE/MOBILE: _____

SUBURB: _____

STATE: _____

POSTCODE: _____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP: _____

ADDRESS: _____

PHONE/MOBILE: _____

SUBURB: _____

STATE: _____

POSTCODE: _____

REPRESENTATIVE 2:

RELATIONSHIP: _____

ADDRESS: _____

PHONE/MOBILE: _____

SUBURB: _____

STATE: _____

POSTCODE: _____

PART 3: SUPPORTING DOCUMENTS

ITEM 13: IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

Passport

Full birth certificate

Citizenship certificate

40 Points

Australian Driver's Licence

Student Photo ID

Department of Veterans Affairs card

Centrelink card

Proof of age card

State/Federal Government Photo ID

25 Points

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

INITIALS

Information about your application and tenancy databases

(To be provided by the property manager / owner to prospective tenants to comply with Section 458A of the Residential Tenancies and Rooming Accommodation Act 2008)

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

At NGU Real Estate Ipswich we use the following tenancy databases:

<ul style="list-style-type: none">• TICA
<ul style="list-style-type: none">•

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

FREE UTILITY CONNECTION SERVICE

myconnect

WHO ARE WE?

In conjunction with our service partner MyConnect, we are able to offer you:

- A completely FREE service to connect your utilities
- MyConnect will call you to discuss available retailers
- You choose your preferred retailer
- MyConnect make all necessary phone calls and arrange your utilities to be connected from your move in date
- Save time and money by allowing MyConnect to assist



Yes, Please Contact Me

DECLARATION

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Tick here to opt out



1300 854 478



enquiry@myconnect.com.au



myconnect.com.au

myconnect
a really smart move