# **TENANCY APPLICATION**



| AGENCY<br>NAME | Define Property Agents                                    |          |
|----------------|---|----------|
| ADDRESS        | 24 Walan St, Mooloolaba, QLD 4557                         |          |
| PHONE          | 07 5478 2477  | D Define |
| FAX            | 07 5478 2499  | PROPERTY |
| EMAIL          | rentals@defineproperty.com.au<br>pm@defineproperty.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. 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.

| DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK Poi  | Points per Document |  |
|--|---------------------|--|
| Submit <u>only one</u> of the following:<br>Passport  Birth Certificate  | 70                  |  |
| <ul> <li>Drivers Licence</li> <li>Proof of Age Card</li> <li>Other Photo ID from Government e.g. Pension Card, Student Card</li> </ul>   | 40                  |  |
| □ 2 recent Rent Receipts □ 2 recent Pay Advices □ Tenancy Ledge  | r 25                |  |
| Documents on which your name and current address appear:<br>Car registration certificate Rates Notice Electricity Accoun<br>Bank/Credit Card Statement Telephone Account GasAccour |                     |  |
| 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 or Bank Cheque.

## 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 Termsto 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

| OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT |       |          |           |  |
|---|-------|----------|-----------|--|
| CHECKLIST STAFF   |       | DATE     | TIME      |  |
| Application received  |       | / /      | am/pm     |  |
| Original ID signatures same as Application  |       | / /      | am/pm     |  |
| Tenant given RTA Form 18a to view   |       | Yes / No | Completed |  |
| Tenant received copy of LET13   |       | Yes / No | Completed |  |
| Application is completed including Consent am/pm  |       |          | am/pm     |  |
| NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS                            |       |          |           |  |
| Name  | Phone |          |           |  |

| Please State Property A         | ddress For R       | ent:             |                   |              |              |          |                  |               |
|---------------------------------|--------------------|------------------|-------------------|--------------|--------------|----------|------------------|---------------|
| How did you find out al         | bout this Pro      | perty            |                   |              |              |          |                  |               |
| 🛛 Website: www.                 |                    |                  | □ Newspape        | r 🗆 Ageno    | cy contact   | 🗆 Sign   | □ Referral       | □ Other Agent |
| □ Other:                        |                    |                  |                   |              |              |          |                  |               |
| Applicant's Details             |                    |                  |                   |              |              |          |                  |               |
| Name                            |                    |                  | Address           |              |              |          |                  |               |
| Date of Birth                   |                    |                  | Place of Birth    |              |              |          |                  |               |
| Drivers Licence No.             | Expi               | iry              | Passport No       |              |              |          | Expiry           | ,             |
| ( Home                          |                    | Mobile           |                   |              | <b>(</b> Bus | iness    |                  |               |
| Email                           |                    |                  |                   |              |              |          |                  |               |
| Australian Citizen              |                    |                  |                   |              |              |          |                  |               |
| □ Yes □ No: Refer to cop        | ies of Passport ar | id Visa attached | Visa Expiry Da    | te           |              |          |                  |               |
| Current Tenancy Detail          | s if applicabl     | е                |                   |              |              |          |                  |               |
| Rent per week                   | \$                 |                  | Period of occu    | ipancy       |              |          | Years            | Months        |
| Agent/Landlord                  |                    |                  | <b>(</b> Business |              |              |          | Fax              |               |
| Do you expect the Bond to be re | efunded in full    | □ Yes            | □ No W            | 'hy:         |              |          |                  |               |
| Previous Address                |                    |                  |                   |              |              |          |                  |               |
| Address                         |                    |                  |                   |              |              |          |                  |               |
| Rent per week                   | \$                 |                  | Period of occu    | ipancy       |              |          | Years            | Months        |
| Agent/Landlord                  |                    |                  | <b>(</b> Business |              |              |          | Fax              |               |
| Employment                      |                    |                  |                   |              |              |          |                  |               |
| Current Employer                |                    |                  | Your Posit        | ion          |              |          |                  |               |
| Full Time                       | Part Time          |                  | Casual            |              |              |          | Contract         |               |
| Length of Employment            | Ye                 | ars Mont         | hs Pay day is     |              | of e         | each: we | ek / fortnig     | ht / month    |
| Payroll / Manager's Name        |                    | Emai             | I                 | Fa           | х            |          | <b>(</b> Busines | S             |
| If Self Employed                |                    |                  |                   |              |              |          |                  |               |
| Company Name                    |                    |                  | Trading As        |              |              |          |                  |               |
| Address                         |                    |                  | ABN               |              |              |          |                  |               |
| Period self-employed            | Years              | Months           | Industry/ Nati    | ure of Busin | ess          |          |                  |               |
| Accountant Details              |                    |                  | <b>C</b> Business |              |              |          |                  |               |
| Creditor Referee                |                    |                  | <b>(</b> Business |              |              |          |                  |               |
| Income                          |                    |                  |                   |              |              |          |                  |               |
| Source – List below             |                    |                  | Income per w      | eek (Verific | ation requir | ed)      |                  |               |
| Employment                      |                    |                  | \$                |              | ··           |          |                  |               |
| Self-Employment                 |                    |                  | \$                |              |              |          |                  |               |
| • Other:                        |                    |                  | \$                |              |              |          |                  |               |
| • Other:                        |                    |                  | \$                |              |              |          |                  |               |
| TOTAL                           |                    |                  | \$                |              |              |          |                  |               |

| If a Student or Not C   | urrently Employ                      | ed                          |                     |                   |                           |  |
|---|--------------------------------------|-----------------------------|---------------------|-------------------|---------------------------|--|
| Student ID #<br>Refer to the following select   | Institution<br>ted documents attache | d to Application            | Cour<br>to verify m |                   | me:                       | Duration   |
| □ Parent/Guardian Letter  | Centrelink<br>Document               | 🗆 Bank S                    | tatements           | 🗆 Aus             | tudy Document             | Other  |
| Details of all Vehicle  | s to be kept at P                    | roperty                     |                     |                   |                           |  |
| Registration No   | Model                                | Owned / Hire Purchase       |                     |                   |                           |  |
| Registration No   | Model                                | Model Owned / Hire Purchase |                     |                   |                           |  |
| Occupancy Details o   | f all Persons to R                   | eside at Prop               | perty, in           | cluding Chi       | ldren                     |  |
| Name  | ŀ                                    | Address                     |                     |                   |                           | Age  |
|   |                                      |                             |                     |                   |                           |  |
|   |                                      |                             |                     |                   |                           |  |
|   |                                      |                             |                     |                   |                           |  |
| Pets 🗆 No   | □ Yes: Refer to attac                | ched Pet Applicat           | ion and Ag          | reement comp      | eted                      |  |
| Emergency Contact I   | Details of Closest                   | Relatives w                 | ho will ı           | not be Resid      | ling with You             |  |
| 1. Name   |                                      |                             | 2. Name             |                   |                           |  |
| Address   |                                      |                             | Addres              | S                 |                           |  |
| Relationship  | (н                                   |                             | Relatic             | nship             | (Н                        |  |
| ( W   | ( M                                  |                             | ۲W                  |                   | ۲N                        |  |
| Personal Referees w   | ho are not Relati                    | ves                         |                     |                   |                           |  |
| Name  |                                      |                             |                     | ( Business H      | lours Contact             |  |
| 1.  | Occupatior                           | 1                           |                     | <b>(</b> Mob/Wor  | <                         | Email  |
| 2.  | Occupatior                           | 1                           |                     | <b>(</b> Mob/Wor  | <                         | Email  |
| Declarations – Appli  | cant to Complete                     | and Provide                 | e Details           | as Require        | d                         |  |
| Have you ever been evicted by an  | ny Lessor or Agent?                  |                             |                     | □ No              | □ Yes:                    |  |
| Are you in debt to another Lesson   | r or Agent?                          |                             |                     | 🗆 No              | □ Yes:                    |  |
| Is there any reason known to you  | that would affect your abi           | lity to pay rent when       | due?                | 🗆 No              | □ Yes:                    |  |
| Was your Bond at your last addre  | ess refunded in full?                |                             |                     | 🗆 Yes             | □ No:                     |  |
| Was the Property in a satisfactory  | y condition when you inspe           | cted it? If not, list re    | quests.             | □ 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 apply for Tenancy for a period ofmonths, at a rental of \$per week commencing on//<br>I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.      |                                      |                             |                     |                   |                           |  |
|   | d. The Tenant is then boun           | d to the Terms of the       | e Agreement         | and the Property  | will cease to be availabl | to sign the General Tenancy Agreement<br>le for rent. If the Tenancy does not<br>ured. |
| All rent is to be paid either direct  | deposit or direct debit to D         | efine Property Agen         | ts. Details pi      | ovided at comme   | acement of lease.         |  |
| Pre-moving in costs as itemised b   | elow are to be paid by <b>BAN</b>    | IK CHEQUE OR DIRE           | CT DEPOSIT          | made payable to [ | efine Property Agents     |  |
| ITEM  |                                      | CALCULATION                 |                     | \$ PAYABLE        | IMPORTANT N               | OTES   |
| <b>Rent –</b> first 2 weeks rent  |                                      | 2 x \$                      | =                   | \$                | •                         | RE lease commences   |
| <b>Bond</b> – 4 times weekly rent   |                                      | 4 x \$                      | =                   | \$                |                           | ond equivalent to 2 weeks rent must<br>ours of Application approval                    |
| NB: If rent is over \$700pw, Bond is as specified on Rent List     TOTAL PRE-MOVING IN COST     S     Total to be paid BEFORE lease commences   |                                      |                             |                     |                   |                           |  |
|   |                                      |                             |                     |                   |                           |  |
|   |                                      |                             |                     |                   | Date                      |  |

# DEFINE PROPERTY AGENTS 24 Walan St, Mooloolaba, QLD 4557 07 5478 2477

#### 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 Define Property Agents. I authorise Define Property Agents to collect information about me from:

My previous letting Agents and/or Lessors;

HASSLE FREE CONNECTIONS

- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Define Property Agents subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Define Property Agents 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 e.g. 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 Victor Realty 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 • O Other -

## UTILITY CONNECTIONS

# **FREE Utility Connection Service - with a difference!** Electricity Gas Internet Phone Pay TV Insurance

- Would you like access to genuinely discounted utility offers?
- Would you like to choose your providers in your own time?
- Would you like to save time and not have to speak with a call centre?
- Would you like to connect all your services in around 3 minutes on your mobile or computer?
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

#### E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

#### **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 isaccepted.

| ACKNOWLEDGEMENT AND CONSENT BY APPLICANT |  |  |  |  |
|--|--|--|--|--|
| Applicant Name                           |  |  |  |  |
| Applicant Signature                      |  |  |  |  |
| Date                                     |  |  |  |  |
| Time                                     |  |  |  |  |