

# TENANCY APPLICATION



<b>AGENCY NAME</b>	DefinePropertyAgents
<b>ADDRESS</b>	24 Walan St, Mooloolaba, QLD 4557
<b>PHONE</b>	07 5478 2477
<b>FAX</b>	07 5478 2499
<b>EMAIL</b>	rentals@defineproperty.com.au 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	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> GasAccount	25
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- 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 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

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

## Please State Property Address For Rent:

## How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent  
 Other:

## Applicant's Details

Name Address  
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 if applicable

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

## Employment

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Years Months Pay day is of each: week / fortnight / month  
Payroll / Manager's Name Email 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 Income per week (Verification required)  
• Employment \$  
• Self-Employment \$  
• Other: \$  
• Other: \$  
TOTAL \$



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### 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;
- 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](http://www.tica.com.au) and [www.ntd.com.au](http://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  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](mailto:support@movemein.com.au) P: 1300 911 947 [www.movemein.com.au](http://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 is accepted.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	