

TENANCY APPLICATION



AGENCY NAME : MY PERSONAL PROPERTY MANAGER

ADDRESS: : PO BOX 1158, BONGAREE QLD 4507

PHONE : (07) 5429 5425 FAX: (7) 5497 5230

EMAIL : kim@myppm.com.au or jodie@myppm.com.au

ADDRESS OF PROPERTY _____

Please read prior to completing your application

- One Application per person - Please Refer to the Terms & Conditions before making Application. Please complete the form in full using BLOCK LETTERS. **Incomplete Applications cannot be processed.**
- **The application will not be processed unless it is completed including copies of supporting documents attached. Refer to the following list of accepted documents. (Submit copies of the documents with your application)**
- **Make sure that all contact details for references and employment details are entered.**
- **Make sure that all required sections are signed and dated.**
- If faxing or emailing your application and documents, please contact us to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

I agree to provide 100 point identification – requirements are as follows (and VISA or current Residency status in Australia);

Submit AT LEAST One of the following in each Section

1. Drivers Licence showing current address (60 points) Proof of Age Card (60 points)
 Passport (60 points) OR Other Photo ID (60 points)
2. Bank/Credit Card Statement (for proof of income)
 2 recent Pay Advices Current centrelink statement
3. Documents on which your name and current address appear:
 Car registration certificate (10 points) Rates Notice (10 points)
 Electricity Account (10 points) Telephone Account (10 Points)
 Gas Account (10 points) Birth Certificate (20 points)

Applicant Checklist – Before I submit this Application, I have

- Attached photocopies of the mandatory documents
- Inspected the Property both internally and externally
- Completed the Pet Application & Agreement form if pets are to reside at the Property
- Completed the Application form fully
- Signed all required sections

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name: _____

How did you find out about this Property

Website Newspaper Agency contact Sign Referral Other

Applicant's Details

Name in Full _____ Other Name you have been known by _____
 Date of Birth _____ Place of Birth _____
 Drivers Licence No: _____ Expiry _____ Passport No _____ Expiry _____
 Home Phone: _____ Mobile: _____ Business: _____
 Email _____
 Are you a smoker? Yes No

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date: _____

Current Address:**Current Tenancy Details if applicable**

Rent per week \$ _____ Period of occupancy _____ Years _____ Months _____
 Agent/Landlord _____ Business Phone: _____ Fax: _____ Email: _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full Yes No Why: _____

Previous Address's equivalent to the last 5 years

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Address 1: _____
 Length of Occupancy _____ Agency/owner _____ contact Number _____
 Address 2: _____
 Length of Occupancy _____ Agency/owner _____ contact Number _____
 Address 3: _____
 Length of Occupancy _____ Agency/owner _____ contact Number _____

Employment

Current Employer _____ Your Position: _____
 Length of Employment _____ Years _____ Months _____ Pay day is _____ of each: week /fortnight /month
 Payroll/Manager's Name: _____ Fax: _____ Business Phone No: _____

If Self Employed

Company Name _____ Trading as _____
 Address _____ ABN _____
 Period self employed _____ Years _____ Months _____ Industry/Nature of Business _____
 Accountant Details _____ Business Phone: _____
 Creditor Referee _____ Business Phone: _____

Income – specify \$Gross per annum and provide verification

• Employment \$ _____
 • Self Employment – provide Accountant letter to verify \$ _____
 • Other: \$ _____
 TOTAL \$ _____

If a Student or Not Currently Employed

Student ID# _____ Institution _____ Course _____ Duration _____

Refer to the following selected documents attached to Application to verify my source of income: _____

 Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other _____**Vehicles to be kept at Property**

Registration No: _____ Make and Model : _____ Colour: _____

Other: _____

Occupancy Details of persons to Reside at Property other than Applicant, including Dependants and other applicants

| Name | Date of birth | Relationship | Name | Date of birth | Relationship |
|------|---------------|--------------|------|---------------|--------------|
| | | | | | |
| | | | | | |

Pets No Yes Refer to attached Pet Application and Agreement completed**Emergency Contact Details of Closest Relatives who will not be Residing with You**

| 1. Name | | 2. Name | |
|--------------|---------|---------------|---------|
| Address | | Address | |
| Relationship | Phone: | Relationship: | Phone: |
| Work Phone: | Mobile: | Work Phone: | Mobile: |

Personal Referees who are not relatives

| Name | Occupation | Phone Business Hours Contact | |
|------|------------|------------------------------|-------|
| 1. | | Mobile: | Work: |
| 2. | | Mobile: | Work: |

Declarations – Applicant to Complete and Provide Details as RequiredHave you ever been evicted by any Lessor or Agent? No Yes:Are you in debt to another Lessor or Agent No Yes:Is there any reason known to you that would affect your ability to pay rent when due? No Yes:Was your Bond at your last address refunded in full? Yes No:Was the Property in a satisfactory condition when you inspected it? If not, list requests 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 of _____ months, at a rental of \$_____ per week commencing on ____/____/_____.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, 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.

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 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 may include carpet cleaning requirement plus 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 and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal 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. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. 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.
To review our agency privacy policy, please contact our office to request a copy.

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

| |
|--------------------------|
| Name of Applicant |
| 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 2 of this Application

Contact by our Agency may be made via phone sms or email.

Information about your application and tenancy databases

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.

Our agency uses the following tenancy databases: (insert information below)

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