

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

- Drivers Licence showing current address (60 points) Proof of Age Card (60 points)
 Passport (60 points) OR Other Photo ID (60 points)
- Bank/Credit Card Statement (for proof of income)
 2 recent Pay Advices Current centrelink statement
- 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

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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)

**PRIVACY DISCLOSURE STATEMENT OF MY PERSONAL PROPERTY MANAGER
PO BOX 1158, BONGAREE QLD 4507
P: 07 5429 5425 F: 07 5497 5230**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessor or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use database operator TICA Default Tenancy Control Pty Ltd. You can find out more information about this database on their website www.tica.com.au. Your consent to us collecting this 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 My Personal Property Manager 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 My Personal Property Manager 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 applications My Personal Property Manager will destroy your documents to comply with legislation.

If you don't 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.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of My Personal Property Manager. I authorise My Personal Property Manager to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (TICA) which may contain personal information about me. I authorise My Personal Property Manager to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA.

I authorise My Personal Property Manager to refer my name and contact details to an arranger of 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods

Telephone connections and internet/NBN

I, the applicant, understand that it is my responsibility to check if a service is available at the property, and connected before signing a tenancy agreement. If a service is not connected I should find out the cost of the connection. I understand that as the tenant, I may be required to pay for the telephone line and internet connection (and or NBN) to the property.

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name	
Applicant Phone Number/s	
Applicant Signature	
Date	
Time	