TENANCY APPLICATION



	Southside Office
AGENCY WEB	www.positionone.com.au
ADDRESS	490 Old Cleveland Rd Camp Hill Q 4152
PHONE	(07) 3843 4511
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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 only one of the following: ☐ Passport ☐ Birth Certificate	40
☐ Drivers Licence ☐ Proof of Age Card ☐ Other Photo ID from Government eg Pension Card, Student Card	30
☐ 2 recent Rent Receipts ☐ 2 recent Pay Advices ☐ Tenancy Ledger	20
Documents on which your name and current address appear: ☐ Car registration certificate ☐ Rates Notice ☐ Electricity Account ☐ Bank/Credit Card Statement ☐ Telephone Account ☐ Gas Account	10
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 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
☐ 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

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name Phone

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 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 $Gross per annum (Verification required)

- Employment $
- Self Employment $
- Other: $
- Other: $

TOTAL $

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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 ☐ Centerlink Document ☐ Bank Statements ☐ Austudy Document ☐ Other

Details of all Vehicles to be kept at Property

Registration No Model Owned / Hire Purchase

Registration No Model Owned / Hire Purchase

Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

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 (H	Relationship (H
(W (M	(W (M

Personal Referees who are not Relatives

Name	Occupation	(Business Hours Contact	
1.		(Mob	(Work
2.		(Mob	(Work

Declarations – Applicant to Complete and Provide Details as Required

Have 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 have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Agency Name for rent payments and if used the Tenant will incur a fee of $amount per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to Position One Property**.

ITEM	*CALCULATION*		*$ PAYABLE*	*IMPORTANT NOTES*
***Rent** – first 2 weeks rent*	*2 x $*	=	*$*	*Must be paid BEFORE lease commences*
***Bond** – 4 times weekly rent* *NB: If rent is over $700pw, Bond is as specified on Rent List*	*4 x $*	=	*$*	*Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval*
TOTAL PRE-MOVING IN COST			***$***	*Total to be paid BEFORE lease commences*

APPLICANT'S SIGNATURE **Date**

In Presence of Agency Representative **Date**

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Position One Property

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 **«Company_Name»**. I authorise **«Company_Name»** 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 **«Company_Name»** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **«Company_Name»** 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 eg 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 **«Company_Name»** 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

☐ If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. COMPANY NAME is authorized to contact me direct regarding the CONNECTION of these utility services.

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	