

# TENANCY APPLICATION



Our agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so that it can be processed as quickly as possible.

## Please read prior to completing your Application

> One application per person

> Applicants are to supply their own photocopies of documents required. This application must be accompanied by copies of the document from the list below for the 100 point Identification Check.

<input type="checkbox"/> Driver Licence	40
<input type="checkbox"/> Passport	40
<input type="checkbox"/> 18+ Card	40
<input type="checkbox"/> Birth Certificate	30
<input type="checkbox"/> Other Photo ID	30
<input type="checkbox"/> Current Wage Advice	30
<input type="checkbox"/> Previous Two Rental Receipts	20
<input type="checkbox"/> Motor Vehicle	20
<input type="checkbox"/> Bank Statement	10
<input type="checkbox"/> Telephone Account	10
<input type="checkbox"/> Electricity Account	10
<input type="checkbox"/> Gas Account	10

TOTAL POINTS

> The application can not be processed until it is completet with the copies of supporting documents

> Our Agency staff will contact you with 24 - 48 business hours. If the application is approved, the Tenancy Agreement will need to be signed by ALL approved lease holders and an ammount, equal to TWO weeks rent be paid within 24 hours of acceptance.

### APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

### OFFICE USE ONLY - TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED

Checklist	Staff Member	Date	Time
<input type="checkbox"/> Application received		/ /	
<input type="checkbox"/> Checked ALL Consents		/ /	
<input type="checkbox"/> Checked completed in full		/ /	

PROPERTY ADDRESS

Applicant's Full Name and Address

Name

Address

**Personal Details**

Date of Birth

Place of Birth

Drivers Licence No

Expiry Date

Passport No

Expiry Date

**Applicants Contact Details**

Home Phone

Business Phone

Mobile Phone

Email Address

**Previous Address**

Address

Period Of Occupancy

Months

Years

Rent per Week \$

Agent/ Landlord

Home Phone

Fax

Business Phone

**Employment**

Current Employer

Full Time

Casual

Part Time

Contract

Your Position

Supervisor's Name

Lenght of Employment

Phone

Total Annual Income

I am currently paid on the  of each  Week  Fortnight  Month

**If Self Employed**

Company Name  Trading As

Address

ABN  Industry

How long have you been self employed Years  Months

Total Annual Turnover (as declared to Australian Taxation Office)

Accountant  Phone

Creditor  Phone

Creditor  Phone

If a Student or Not Currently Employed **Verification of income source must be provided**

Student ID  Institution  Faculty

Course  Duration

Currently Not Employed

Please indicate documents supplied with this application to confirm your income source:

- Parent / Guardian Letter
- Centrelink Documents
- Austudy Documents
- Bank Statements
- Other

**Australian Citizen**

Yes  No copies of passport and Visa Attached Visa Expiry

**Vehicle Information**

Total number of vehicles to be kept at the premises

Registration No

Model

Owned

Hire Purchase

**Occupancy Details:** Full Names, Current Addresses and Ages of ALL people, including children who will reside at this property

Name  Address  Age

Name  Address  Age

Name  Address  Age

Name  Address  Age

**Pets**

Yes

No

Type

Breed

Reg No

Council

**Emergency Contact :** Details of closest relatives who will not be residing with you

Name

Name

Address

Address

Relationship

Relationship

Phone/ Home

Phone/ Home

Phone/Work

Phone/ Work

Mobile

Mobile

**Personal References** (not relatives) Please ensure each has agreed for you to nominate them as a referee

Name  Occupation  Contact B/H

Name  Occupation  Contact B/H

**I Confirm the following:**

Have you ever been evicted by any Lessor or Agent?  Yes  No

Have you been refused another Property by a Lessor or Agent?  Yes  No

Are you in debt to another Lessor or Agent?  Yes  No

Is there any reason known to you that would affect your ability to pay rent when due?  Yes  No

Was your rental bond at your last address refunded in full?  Yes  No

**I Confirm the following:**

During my inspection of the Property on  I found it to be in a satisfactory condition?

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

Items

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of  months, at a rental of \$

per week commencing on

**I understand that if this Application is approved by the Lessor:**

I, or the nominated Applicant, will be notified within 24-48 business hours of the application status. Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.

Pre-moving in costs as itemised below are to be paid by direct deposit.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> - first 2 weeks rent	2X \$ <input type="text"/>	\$ <input type="text"/>	Must be paid on signing of lease.
<b>Bond</b> - 4 times weekly rent	4X \$ <input type="text"/>	\$ <input type="text"/>	

NB: If rent is over \$500pw, Bond is specified on rent list

**Full bond equivalent to 4 weeks rent must be paid before tenant can move into property.**

**RE-MOVING IN COST** \$  Must be paid BEFORE lease commences

**Hamilton Harbour Residences OF 8 Harbour Rd, Hamilton Q 4007**

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 Lessors 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 databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.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 Hamilton Harbour Residences 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 Hamilton Harbour Residences 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 application Hamilton Harbour Residences 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 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 Hamilton Harbour Residences. I authorise Hamilton Harbour Residences 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 (including TICA & NTD) which may contain personal information about me. I also authorise Hamilton Harbour Residences 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 and NTD.

I authorise Hamilton Harbour Residences 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 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.

**MARKETING CONSENT**

I, the Applicant 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 Hamilton Harbour Residences to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

**APPLICANT TO COMPLETE SECTION BELOW :**

Applicants Name

Applicants Phone

As detailed in this Application Form

Date

**Signature**