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## Tenancy Application Form

House Estate Agents Toowoomba welcomes your Tenancy Application and any queries you may have about the Property, Tenancy Agreement or Tenancy Application Process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly;

**Property Address:** \_\_\_\_\_

**Applicant Names:** \_\_\_\_\_

**Please read this information 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**

<input type="checkbox"/>	<b><i>Please submit <u>only one</u> of the following:</i></b> Passport, Birth Certificate – or certified copy	<b>60</b>
<input type="checkbox"/>	Drivers Licence, Proof of Age Card, Other Photo ID from Government eg Pension Card, Student Card	<b>20</b>
<input type="checkbox"/>	A Current Bank Statement, 2 recent Pay Advices,	<b>20</b>
<input type="checkbox"/>	<b><i>Documents on which your name and current address appear:</i></b> Car registration certificate, Rates Notice, Electricity Account 2 rent receipts or a ledger, Telephone Account or Gas Account	<b>10</b>
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS MUST BE:</b>		<b>100 Points</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 Cash, Money Order or Bank Cheque. Before the keys are to be collected from our agency a bond of 4 weeks rent also must also be paid in advanced by Cash, Money Order or Bank Cheque (cheques to be cleared 3 days before key Collection).

**Tenant Applicant Checklist - Before I submit this Application, I have ...**

<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
<input type="checkbox"/>	Inspected the Property both internally and externally or/ have arranged for all parties to sign a site unseen disclosure accepting the home with all of its inclusions and exclusions on an 'as is' 'where is' basis.
<input type="checkbox"/>	Been given a copy of the General Tenancy Agreement Standard Terms and any Special Terms to read. NB If not, please contact our agency immediately.
<input type="checkbox"/>	Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
<input type="checkbox"/>	Completed the Pet Application & Agreement form if pets are to reside at the Property

## 1. Property Details

Property Address:

Date you would like to move in:      /      /      Lease Term:      Rent per week: \$

How did you find out about this Property?  Our website  Newspaper  Walk-in  Referral  RE.com.au  Other

## 2. Applicant's Details

Full Name      Address

Date of Birth      Place of Birth

Drivers Licence No.      Expiry      Passport No      Expiry

Home       Mobile       Business

Email       Fax (if applicable)

## 3. Australian Citizen?

Yes  No (Attach copies of Passport and Visa)      Visa Expiry Date

## 4. 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:*

Why are you leaving?

### Previous Address

Address

Rent per week \$      Period of occupancy      Years      Months

Agent/Landlord       Business       Fax

## 5. Employment

Current Employer      Your Position

Full Time       Part Time       Casual       Contract

Length of Employment      Months      Years      My Pay day is      of each: week / fortnight / month

Payroll / Manager's Name       Fax       Business

### Self Employed (if applicable)

Company Name      Trading As

Address      ABN

Period self employed      Months      Years      Industry/ Nature of Business

Accountant Details       Business

Personal Referee       Business

## 6. Net Income Per Week (after tax)

• Employment      \$

• Self Employment      \$

• Centrelink      \$

• Other:      \$

**TOTAL NET INCOME PER WEEK (Take Home)**      \$



**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 **House Estate Agents Toowoomba**. I authorise **House Estate Agents Toowoomba** 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 **House Estate Agents Toowoomba** 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 **House Estate Agents Toowoomba** 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 that **House Estate Agents Toowoomba** may use the phone details, fax details or email details provided in this application to contact me for marketing purposes until I advise otherwise.

**ELECTRONIC TRANSMISSION**

It is agreed that by signing this acknowledgement, 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**

Applicants Full Name	
Applicant Signature	
Date	
Time	