

Address Shop 430 Ruthven Street or Po Box 2299, Toowoomba QLD 4350

Phone 07 4638 7311 Fax 07 4638 7322 Website: seemyhouse.com.au Email info@seemyhouse.com.au

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

| Please submit <u>only one</u> of the following: Passport, Birth Certificate – or certified copy | 60 |
|---|---------------|
| Drivers Licence, Proof of Age Card, Other Photo ID from Government eg Pension Card, Student Card | 20 |
| A Current Bank Statement, 2 recent Pay Advices, | 20 |
| Documents on which your name and current address appear: Car registration certificate, Rates Notice, Electricity Account 2 rent receipts or a ledger, Telephone Account or Gas Account | 10 |
| TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS MUST BE: | 100 Points |

• 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 pain 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 ...

| | Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents |
|-------------|---|
| | 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. |
| | 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. |
| | 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 |
| logo 1 of 1 | |

1. Property Details

| Property Address: | | | | | | |
|-----------------------------|------------------------|---------------|---------------------------|------------------------------|---------------------|--|
| Date you would like to mo | ove in: / | / Lea | se Term: | Rent per week: \$ | | |
| How did you find out abo | ut this Property? 🗆 | l Our website | 🗆 Newspaper 🗆 Wa | lk-in □ Referral □ RE.co | m.au 🛛 Other | |
| | | | | | | |
| 2. Applicant's Details | 5 | | | | | |
| Full Name | | | Address | | | |
| Date of Birth | | | Place of Birth | | | |
| Drivers Licence No. | Expiry | | Passport No | | Expiry | |
| (Home | [] | Aobile | | C Business | | |
| Email | | | | (Fax (if applicable) | | |
| 3. Australian Citizen | ? | | | | | |
| 🗆 Yes 🗆 No (Attach | copies of Passport and | Visa) | Visa Expiry Date | | | |
| 4. Current Tenancy D |)etails (if applica | ble) | | | | |
| Rent per week \$ | | - , | Period of occupancy | Ye | ears Months | |
| Agent/Landlord | | | (Business | (| Fax | |
| Do you expect the Bond to b | e refunded in full | □ Yes | □ No Why: | | | |
| Why are you leaving? | | | | | | |
| Previous Address | | | | | | |
| Address | | | | | | |
| Rent per week \$ | | | Period of occupancy | Y | ears Months | |
| Agent/Landlord | | | (Business | (Fa | Эх | |
| 5. Employment | | | | | | |
| Current Employer | | | Your Position | | | |
| Full Time | 🛛 Part Time | | Casual | Contract | t | |
| Length of Employment | Months | Years | My Pay day is | of each: week | / fortnight / month | |
| Payroll / Manager's Name | | (Fax | | C Business | | |
| Self Employed (if a | pplicable) | | | | | |
| Company Name | | | Trading As | | | |
| Address | | | ABN | | | |
| Period self employed | Months Years | | Industry/ Nature of Busin | ess | | |
| Accountant Details | | | (Business | | | |
| Personal Referee C Business | | | | | | |
| 6. Net Income Per W | eek (after tax) | | | | | |
| Employment | | | \$ | | | |
| Self Employment | | | \$ | | | |
| Centrelink | | | \$ | | | |
| Other: | | | \$ | | | |
| TOTAL NET INCOME PER V | VEEK (Take Home) | | \$ | | | |

7. Student Details (if applicable)

| Student ID # Institution Refer to the following selected documents atta | ched to Application | Cour to verify | | Duration |
|--|--|--|---|---|
| Parent/Guardian Letter Centerlink | | , k Stateme | | ustudy Document 🛛 Other |
| 8. Details of all Registered Vehicle | s to he kent at | Droner | | |
| | | riopei | | tricht (Financad (nlagga circle ang) |
| Registration No Mo | dei | | Owned Out | tright / Financed (please circle one) |
| Registration No Mo | del | | Owned Out | tright / Financed (please circle one) |
| Registration No Mo | del | | Owned Out | tright / Financed (please circle one) |
| 9. Occupancy Details (including ch | ildren) | | | |
| Name | Relationship to A | oplicant | | Age |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 10. Pets | f Yes, please comple | ete a Pet J | Application Fo | rm and attach it to this document on submissio |
| Emergency Contact Details of Close | est Relatives w | ho will | NOT be Re | esiding with You |
| 1. Name | | 2. Name | | |
| Address | | Address | | |
| Relationship (H | | Relatior | nship | (н |
| (W (M | | ۲W | | (M |
| | l. | | | |
| Personal Referees who are not Relatives: Name Occupation (Business Hours Contact | | | | |
| 1. | | | (Mob | (Work |
| 2. | | | (Mob | (Work |
| | ata and Dravid | Dotoi | | |
| Declarations – Applicant to Comple Have you ever been evicted by any Lessor or Agent? | | Detai | | □ Yes: |
| Are you in debt to another Lessor or Agent? | | | | |
| , | | | | |
| Is there any reason known to you that would affect your ability to pay rent whe | | | | □ Yes: |
| Was your Bond at your last address refunded in full? | ability to pay rent when | due? | □ No | □ Yes: |
| Was your Bond at your last address refunded in full? Was the Property in a satisfactory condition when you in | | | □ No □ Yes | □ Yes: □ No: |
| Was the Property in a satisfactory condition when you in | ispected it? If not, list re | quests. | □ No □ Yes □ Yes | □ Yes: □ No: □ No: |
| | ispected it? If not, list re consent to verify details | quests. | □ No □ Yes □ Yes | □ Yes: □ No: □ No: |
| Was the Property in a satisfactory condition when you in I declare the information provided is true and correct. I c I declare I am not bankrupt or an undischarged bankrupt | ispected it? If not, list re consent to verify details | quests. via Tenancy | □ No □ Yes □ Yes | □ Yes: □ No: □ No: |
| Was the Property in a satisfactory condition when you in I declare the information provided is true and correct. I c I declare I am not bankrupt or an undischarged bankrupt I apply for Tenancy for a period of months, I understand that if the nominated Applicant is advised this | espected it? If not, list re consent to verify details at a rental of \$ Application is approved t pay 2 weeks immediate | quests. via Tenancy per week hen, within ly as Cash, | No Yes Yes Information Cen commencing on 24 hours unless o Money Order or | Yes: No: No: tre of Australia and National Tenancy Database records. / / / . therwise agreed all approved Applicants are to attend a sign. Bank Cheque. The Tenant is then bound to the Terms of a sign. |
| Was the Property in a satisfactory condition when you in I declare the information provided is true and correct. I c I declare I am not bankrupt or an undischarged bankrupt I apply for Tenancy for a period of months, I understand that if the nominated Applicant is advised this appointment to sign the General Tenancy Agreement and | aspected it? If not, list re consent to verify details at a rental of \$ Application is approved t pay 2 weeks immediate nt – the property will cont | quests. via Tenancy per week hen, within ly as Cash, inue to be a | No Yes Yes You Information Cent Commencing on 24 hours unless of Money Order or vailable until this h | Yes: No: No: / / / therwise agreed all approved Applicants are to attend a sign- Bank Cheque. The Tenant is then bound to the Terms of thas been completed. |
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| Was the Property in a satisfactory condition when you in I declare the information provided is true and correct. I d I declare I am not bankrupt or an undischarged bankrupt I apply for Tenancy for a period of months, I understand that if the nominated Applicant is advised this appointment to sign the General Tenancy Agreement and Agreement and the Property will cease to be available for re- If the Tenancy does not proceed, steps to apply for a refund Pre-moving in costs as itemised below are to be paid by CASE ITEM Rent – first 2 weeks rent Bond – 4 times weekly rent | Application is approved t pay 2 weeks immediate of the Bond will be taken H, DIRECT DEPOSIT OR BA CALCULATION $2 \times \$$ | quests. via Tenancy per week hen, within ly as Cash, inue to be a by the Agen NK CHEQUE = . | □ No □ Yes □ Yes v Information Cen a commencing on 24 hours unless or Money Order or vailable until this h t for monies owed a made payable to \$ PAYABLE \$ \$ | Yes: No: No: No: No: //// therwise agreed all approved Applicants are to attend a sign. Bank Cheque. The Tenant is then bound to the Terms of the base completed. for rent until a replacement Tenant is secured. House Estate Agents Toowoomba. IMPORTANT NOTES Must be paid within 24 Hours of Application Approved. Full Bond or Bond Loan equivalent to 4 weeks rent must be paid in clear funds before the tenancy commences (NO BOND TRANSFERS WILL BE ACCEPTED) |

house estate agents

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: <u>www.tica.com.au</u> and <u>www.ntd.com.au</u>

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 | |