

# TENANCY APPLICATION FORM

## Bundaberg Property Gallery

33 Bourbong Street, Bundaberg Central Qld 4670

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E-mail: [reception@bundabergpropertygallery.com.au](mailto:reception@bundabergpropertygallery.com.au)

[www.bundabergpropertygallery.com.au](http://www.bundabergpropertygallery.com.au),

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

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.
- Our Agency endeavours to contact you within 24-48 business hours after the application has been received. If the Application is approved, within 24 hours of acceptance, the first weeks rent must be paid. Our office does not accept cash.
- This Application cannot be processed until it is completed in full, this includes all 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.

If you wish to view the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application please ask reception for a copy.

### DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

Points per Document

Passport  Birth Certificate  Drivers Licence  18+ Card

40

Student Photo ID  Centrelink Card

40

2 recent Rent Receipts  2 recent Pay Advices  Tenancy Ledger

25

Documents on which your name and current address appear:

Car registration certificate  Rates Notice  Electricity Account

Bank Statement  Telephone Account  Gas Account

Medicare card  Credit Card Statement

25

### TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

### 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
- I have inspected the Property both internally and externally
- Employed – Attached a copy of last two pay slips      Not Employed – Attached Centrelink income statement
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and
- Marketing Consent

Received By Office: Name:

Date:

## Applicant's Details

Name in Full

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 Address :

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

Fax

Reason for leaving

Do you expect the Bond to be refunded in full

Yes

No Why:

## Previous Address

Address

Rent per week \$

Period of occupancy

Years

Months

Reason for leaving

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

## Income – specify Gross \$

### If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

☎ Business

Creditor Referee

☎ Business

### If a Student or Not Currently Employed - Centrelink

Are you receiving Centrelink

Yes

No

Description Of Payments

Total Income (Per Week)

Are you studying full time

Yes

No

Name Of Education

Student Id No

Institution



## Bundaberg Property Gallery

### 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 Bundaberg Property Gallery 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. If your Application is not successful all information collected will be destroyed immediately to comply with the Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for Tenancy will not be considered by the owner of the relevant Property.

### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Bundaberg Property Gallery I authorise Bundaberg Property Gallery 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 Bundaberg Property Gallery subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.barclay.com.au](http://www.barclay.com.au)

I authorise Bundaberg Property Gallery 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 Bundaberg Property Gallery 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 -

### 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

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	

## Information About Your Application And Databases

(To be provided to prospective tenants to comply with Section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

We are required by law to let you know which databases we use to check your rental history.

At Bundaberg Property Gallery we use the following tenancy databases:

Tica – PO Box 120, Concord NSW 2137  
Phone: 190 222 0346

Barclay MIS – PO Box 553 Wynnum Qld 4718  
1300 883 916  
inquiries@barclaymis.com.au

**What if I am listed:**

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

**Where can I get further information?**

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311