

RENTAL APPLICATION

Please complete this application thoroughly so we may process it as soon as possible. Please note the following:

1. Applications must be completed by each adult (18+ Years) wanting to occupy the premises.
2. Should your application be successful, you will be required to provide the Rental Bond as well as 2 weeks' rent.

Applications will not be processed unless they are fully completed and the required documents have been attached. We cannot complete or assist in the completion of this application form.

You are required to provide documents that support your application with at least one form of photo identification. (I.E. Current Driver's License, Student Card, Passport, Proof of Income, Bank Statements). A full list of identification requirements can be obtained at our office.

This form provides information about how we at Property Specialists handle your personal information. As required by the National Privacy Principles in the Privacy Act 1988, we seek your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As Professional Property Management, we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with a property you have requested to rent. If considered acceptable we provide you with a tenancy for that property. In order for us to assess your application we will disclose your personal information to the following:

1. The Lessor/Owner for approval or rejection of your application
2. TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd
3. Referees to validate the information supplied in your application
4. Other Real Estate Agents to assess the risk to our clients

We may also take into account any information that is disclosed to us by the above in processing your application.

During and after the tenancy we may disclose your personal information to: Tradespeople to contact you for repairs and maintenance of the property, Tribunals and Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you, TICA Default Tenancy Control Pty Ltd, Lessors/Owners' insurer in the event of an insurance claim, future rental references to other Property Managers/Owners

TICA Statement: As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants' personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain information from the TICA Group, proof of identity will be required and can be made in the following ways: TICA Group Phone: 1902 220 346 Calls are charged at \$5.45 per minute including GST (Higher for Mobile or Pay Phone) or Mail (A Fee of \$14.30).

Ararak Pty Ltd (ACN145 133 213) trading as Property Specialists Warwick is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Property Specialists Warwick's condensed Privacy Notice. Property Specialists Warwick also has a full Privacy Policy which contains information about how you can complain about any breach by Property Specialists Warwick of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at our office.

Declined rental applications will be shredded within 7 days of you being notified Unless you request as to keep it on file for future properties that may come available.

Name: _____

Signature: _____ Date: ____/____/____

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Ararak Pty Ltd t/a Property Specialists Warwick

ADDRESS: 129 Palmerin Street

PO Box 514

SUBURB: WARWICK

STATE: QLD POSTCODE: 4370

PHONE:

07 4667 0097

MOBILE:

0457 777 417

FAX:

EMAIL:

admin@pswarwick.com

ITEM 2: PROPERTY DETAILS

ADDRESS:

(this application does not commit you to the above address and can be used for multiple properties)

SUBURB:

STATE:

POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

 Yes

 No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants?

 Yes

 No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

 Yes

 No

ITEM 6: PETS

Do you intend to keep pets at the property?

 Yes

 No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

 Yes

 No

If Yes, please state which council:

INITIALS

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week)
\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

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ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1: _____ RELATIONSHIP: _____
 ADDRESS: _____
 SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____
 REFEREE 2: _____ RELATIONSHIP: _____
 ADDRESS: _____
 SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1: _____ RELATIONSHIP: _____
 ADDRESS: _____
 SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____
 REPRESENTATIVE 2: _____ RELATIONSHIP: _____
 ADDRESS: _____
 SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

PART 3: SUPPORTING DOCUMENTS

ITEM 13: IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
- Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
- Telephone bill Electricity bill Gas bill
- Tenancy History Ledger Bank statement Credit card statement
- Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
- Self employed:** Bank statements, Group Certificate, Tax Return or Accountant's letter.
- Not employed:** Centrelink statement.

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

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