

Application for Residential Tenancy

Property Address:

Please read prior to completing your Application:-

- ◇ Please note that this application will not be processed until ALL details have been completed and copies of all supporting documents attached.
- ◇ One Application is to be completed per person.
- ◇ We 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 BPay, Money Order, or Bank Cheque.
- ◇ 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 residential address. Submit copies of the documents with your Application.
- ◇ If faxing or emailing your Application and documents, please call to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	POINTS PER DOCUMENT
Submit <u>only one</u> of the following: Passport or Birth Certificate	70
Drivers License, Proof of Age Card, Other Photo ID from Govt (Pension/ Student Card)	40
2 Rent Receipts or 2 Pay Advices or Tenancy Ledger	25
Documents on which your name & current address appear:- Car Registration Certificate, Rates Notice, Telephone/Electricity/Gas Account, Bank/Credit Card Statement	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS	

APPLICATION CHECKLIST

- ◇ Before submitting your application form please 'tick' to check that you have completed the

	Photocopies of documents to meet 100 points of identification
	Inspected the property both internally & externally
	Completed all details in full on the application form including the Privacy Disclosure Statement, and Privacy Consent
	Completed a separate application form for each applicant applying
	Completed the Pet Application & Agreement form if pets are to reside in the property

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DETAILS OF THE PROPERTY YOU ARE APPLYING FOR:

Address of Property:

Move in Date:

Lease Term:

Rent per week:

No. & type of pets:

Names of all other occupants for the property:

Names & ages of any children to occupy the property:

APPLICANTS DETAILS:

Name:

Current Address:

Home Phone:

Work Phone:

Mobile:

Email:

Fax:

Date of Birth:

Place of Birth:

Drivers License No:

Drivers License State:

Vehicle Model/Make:

Vehicle Rego No:

Passport No:

Passport Country:

NEXT OF KIN DETAILS:

Name:

Relationship:

Address:

Phone:

Fax:

Mobile:

Email:

CURRENT RENTAL DETAILS:

Property Address:

Length of Time at

Years:

Months:

Rent Paid:

Reason for Leaving:

Landlord/Agent:

Contact Phone & Email:

PREVIOUS RENTAL DETAILS:

Previous Address:

Rent

Own

Parents

Share

Landlord/Agent:

Contact Phone & Email:

Was full Bond refunded?

Yes

No

If No Why?

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CURRENT EMPLOYMENT DETAILS: please provide proof of income (payslips etc)

Occupation:	Current Employer:
Employers Address:	
Contact name (payroll/manager):	Phone & Email::
Net Weekly Income:	Length of Employment:

STUDENT INFORMATION:

Place of Study:	Course Name:		
Course Length:	Student No:	Phone:	Campus Contact:

SELF EMPLOYMENT DETAILS: - please provide proof of income (tax return, business activity statements etc)

Company Name:	Business Type:	
Business Address:		
Position Held:	ABN:	Net Weekly Income:
Period of Self Employment:	Creditor Referee:	
Accountant Name:	Accountant Phone & Email:	
Accountant Address:		

OTHER INCOME: (Govt income - please attach proof of payment)

Sources of Other Income:

REFEREES:

NAME	POSITION	PHONE CONTACT	EMAIL CONTACT
1.			
2.			

DECLARATION: (if 'yes' please provide details)

Have you ever been evicted by any lessor or agent?	No	Yes	
Have you every been refused another property by any lessor or agent?	No	Yes	
Are you in debt to another lessor or agent?	No	Yes	
Is there any reason known to you that would affect your ability to pay rent when due?	No	Yes	

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____.

Upon acceptance of this application the agent will provide a copy of Forms 17a & 18a.

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I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I acknowledge having received RTA Form 17a (Renting a house or unit in Queensland) & 18a (General Tenancy Agreement including terms and special terms) before or upon applying to rent this property.

I understand the Agent uses the Macquarie DEFT Payments System for rent payments and if used the Tenant may incur a fee of \$0.85c (or the applicable credit card surcharge as disclosed on the DEFT website) per transaction. I acknowledge that any payment that is dishonoured will incur a dishonour fee of up to \$30 and this will be payable by me.

I understand that the Agent will levy a callout fee of \$50 should we be locked out of the property for any reason and they be required to travel to the apartment and provide access.

Pre-moving in costs as itemised below are to be paid by **DEFT BPAY (evidence of payment to be provided), BANK CHEQUE OR MONEY ORDER made payable to QUALITY PROPERTY MANAGEMENT PTY LTD TRUST ACCOUNT**

ITEM	CALCULATION		\$ PAYABLE	NOTES
Rent—First 2 Weeks	2 x \$	=	\$	Must be paid before lease commences.
Bond— 4 x weekly rent <i>NB: If rent is over \$700pw, Bond is as specified on Rent List</i>	4 x \$	=	\$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST			\$	<i>Total to be paid BEFORE lease commences.</i>

Applicants Signature

Date:

In the presence of:

Date:

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 OF INFORMATION NOTICE

The personal information you provide in this application or our Agency collects from other sources, is necessary for Quality Property Management to verify your identity, to process and evaluate your application, and to manage the tenancy. If the application is successful, personal information collected about you in the 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 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 the 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.

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PRIVACY CONSENT

I acknowledge that I have read the Privacy Disclosure Statement & Collection of Information Statement by Quality Property Management. I authorise Quality Property Management to collect information about me from:-

- ◇ My previous Letting Agent and/or Lessors;
- ◇ My personal referees, employers and all other references on this Application;
- ◇ Tenancy Databases—I can refer to their privacy disclosure statements at www.tica.com.au and www.ntd.com.au

I authorise Quality Property Management 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 the law. I authorise and give permission to Quality Property Management to photograph the premises (including my personal effects if necessary)

ELECTRONIC TRANSMISSION

I consent to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile. I also consent to receive advice or notification by SMS.

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 Quality Property Management Pty Ltd use the phone details provided to contact me for marketing purposes until I advise otherwise

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	