

Tenancy Application



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| AGENCY NAME | WEIPA REAL ESTATE |
| ADDRESS | SHOP 5, COMMERCIAL AVE, NANUM, QLD 4874 |
| PHONE | 07 4069 9921 |
| FAX | 07 4069 9721 |
| EMAIL | reception@weiparealestate.com.au |

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.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below for:

| DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK | Points per Document |
|---|---------------------|
| Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate | 70 |
| <input type="checkbox"/> Drivers License <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card | 40 |
| <input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenant Ledger | 25 |
| Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account | 25 |
| TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS: | |
| DOCUMENTS ACCEPTED FOR PROOF OF INCOME | |
| <input type="checkbox"/> 2 most recent payslips <input type="checkbox"/> Employment contract <input type="checkbox"/> Letter from accountant (if self-employed) <input type="checkbox"/> Bank statements | |

- Our agency will contact you within 24-48 hours. If the application is successful, you will be required to pay six weeks rent (2 weeks rent + 4 weeks bond) within 24 hours and sign the General Tenancy Agreement signed by all approved leaseholders.

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
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. If not, please contact agency ASAP
- Completed the application form **fully**, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Attached proof of income and/or savings
- Completed the pet application & agreement form if pets are to reside at the property

WEIPA REAL ESTATE

Shop 5, Commercial Ave, Nanum, QLD, 4874
P: 07 4069 9921 or M: 0455 044 509



PRIVACY DISCLOSURE STATEMENT

WE CANNOT PROCESS YOUR APPLICATION UNLESS THIS FORM IS SIGNED. 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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

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|---------------------|--|
| Applicant Name | |
| Applicant Signature | |
| Date | |
| Time | |

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| Property address applying for: |
| Applicant name: |
| Best contact details (email or phone): |