

# Rental Tenancy Application



Zuu welcomes your application and any queries you may have about the property or tenancy process.  
**Please note that this application won't be processed until this form is fully completed and all supporting documents provided.**

Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. Initial payment will only be accepted by Bank Cheque or Money Order made out to Zuu Property Ltd Ltd Trust Account or cleared funds via direct debt.
3. If you are approved you will be required to pay bond (equivalent of 4 weeks rent) and the first 2 weeks rent in advance.
4. You will be required to sign lease documentation within 48 hours of approval.

## Rent Payment

- Direct Debit is our preferred rent payment method and is a free option for tenants. A Direct Debit form will be provided to you at the Tenancy sign up. Please speak to your property manager about other payment options if required.

## Applicants Checklist

Before submitting this application please ensure:

- All supporting documents are attached.
- You have inspected the property both internally and externally.
- Provided all contact details and documentation for confirmation of employment and income
- Read and signed the Privacy Disclosure and Consent

## Supporting Documentation

When submitting an application you must include **at least one item from each section** per applicant.

Section One	Section Two	Section Three
Drivers Licence	Current Pay Slips (minimum of 2)	Previous 4 rent receipts (or ledger)
Proof of Age Card	If new job - Letter of confirmation incl. salary	Council Rates Notice (if recent owner occupier)
Passport	Statement of Centrelink Entitlements	Motor vehicle registration

## Address of property you are applying for

## Tenancy Requirements

Length of tenancy  months      Rent \$  per week      Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own any other property in Australia? YES / NO

# Applicant 1

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego		Any trailers, caravans or boats?		Yes / No

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord		Phone			Fax		
Email		Reason for leaving					
Was your bond refunded in full? Yes / No If No, please specify							

## Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord		Phone			Fax		
Was your bond refunded in full? Yes / No If No, please specify							

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$				per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)					

## Centrelink Benefits

Type:	\$	per fortnight
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## Personal Referees

Referees Name	Relationship to You:	Phone:
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## Applicant 2 (for additional applicants please duplicate this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego		Any trailers, caravans or boats?		Yes / No

### Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

### Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord			Phone			Fax	
Email			Reason for leaving				
Was your bond refunded in full? Yes / No If No, please specify							

### Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord			Phone			Fax	
Was your bond refunded in full? Yes / No If No, please specify							

### Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$				per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)					

### Centrelink Benefits

Type:	\$	per fortnight
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### Personal Referees

Referees Name	Relationship to You:	Phone:
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# Privacy Policy and Consent

Zuu Property Pty Ltd is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

## What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include but is not limited to:

- Name.
- Date of birth.
- Residential address.
- Postal address.
- Email address.
- Home telephone number.
- Work telephone number.
- Mobile telephone number.
- Your occupation and business address.
- Financial information including details of your employer, income, name of bank or financial institution.
- Details of your spouse, de facto, dependent children, and roommates.
- Details of properties owned by you.

We will not ordinarily ask you to provide sensitive information. However, there may be circumstances where the information provided by you reveals sensitive information. We will only collect sensitive information in circumstances where:

- It is reasonably necessary for one or more of the services we provide or functions we carry out; and
- You consent to the collection of the information; or
- We are required or authorised by law to collect the sensitive information.

This Personal Information is obtained in many ways including face to face appointments, correspondence, by telephone and facsimile, by email, via our website, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. You agree that we can collect personal information from a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases such as Veda and TICA. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- To other members of the Zuu Group of companies.
- Third parties who we engage to assist us with our business;
- Third parties you have engaged on your behalf, for example Conveyancers, Financial representatives, building and pest inspectors, tradespeople, Power of Attorney; and
- Where required or authorised by law.

We may disclose your information to an entity that is located outside of Australia.

## Security of Personal Information

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generated by real estate software. The information is securely stored and access is restricted to authorised personnel only. Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

## Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If

you wish to access your Personal Information, please contact us in writing.

Zuu Property Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

#### Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

#### Policy Updates

This Policy may change from time to time and is available on our website.

#### Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact:

The Privacy Manager

Zuu Property Pty Ltd

525 Milton Road, Toowong QLD 4066

info@zuuproperty.com.au

#### Consent

We require your permission to collect, use and disclose your personal information in line with this privacy policy.

You acknowledge you have read and understood the attached information and authorise employees of Zuu Property Pty Ltd, and their independent contractors to obtain and release private information to authorised third parties to assess your application. Should the tenancy commence and after the tenancy (if required) you consent to your personal information been given to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Privacy Act.

The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

You acknowledge that if you revoke your authority, or if you decline to provide the necessary information, Zuu Property Pty Ltd may be unable to provide the services that you have requested.

You acknowledge that by signing this consent you have inspected the property and found it in satisfactory condition and suitable for occupancy. You acknowledge this rental application is subject to the Lessor's approval and you consent to the information provided in this application being verified and a reference check on TICA or similar services being undertaken.

#### Applicant 1

Full Name:	
Signature:	Date:

#### Applicant 2

Full Name:	
Signature:	Date:

#### Applicant 3

Full Name:	
Signature:	Date:

#### Applicant 4

Full Name:	
Signature:	Date:

Please email completed applications and supporting documents to [info@zuuproperty.com.au](mailto:info@zuuproperty.com.au) or post to **Zuu Property, 525 Milton Road, Toowong QLD 4066.**