Tenancy Application

Address: 5 Banya Street, Bongaree QLD 4507

Phone: 07 3408 3345

Email: pm@bribierealty.com.au

|  |
| --- |
| Rental Property Address: |

**Please read prior to completing your application.**

* **One application per person**
* **Everyone 18 years old and over must complete an application form**
* **The application will not be processed unless it is completed including copies of your supporting documents attached 100 points of Identification**
* **Make sure that all contact details for references and employment are entered**

**DOCUMENTS ACCEPTED FOR IDENIFICATION CHECK – Submit at least one from each section**

1. ☐ Drivers License showing current address (60 Points)

☐ Passport (60 Points)

☐ Proof of age card (60 Points)

☐ Other photo Identification (60 Points)

☐ Birth Certificate (60 Points)

☐ Pension Card- Healthcare Card (40 Points)

**PROOF OF INCOME**

1. ☐ 3 Most Recent payslips – if Self employed please supply supporting documentation from accountant

☐ Current Centrelink Statement

1. ☐ Car Registration certificate (10 Points)

☐ Electricity Account (10 Points)

☐ Telephone Account (10 Points)

☐ Gas Account (10 Points)

☐ Rates Notice (10 Points)

**Application Checklist – Before I submit this application, I have**

☐ Attached photocopies of mandatory documents

☐ Inspected the property both internally and externally

☐ Completed the Pet application & agreement form if pets are to reside at the property

☐ Completed the application form completed fully

☐ Signed all required Sections

**How did you find out about the Property**

☐ Website ☐ Newspaper ☐ Agency Contact ☐ Sign ☐ Referral

|  |
| --- |
| **APPLICANT’S DETAILS** |
| Name in full: Other names known by: |
| Date of birth: Place of Birth:  |
| Drivers License Number: Expiry:  |
| Passport Number: Expiry:  |
| Home Number: Mobile: |
| Email: Are you are smoker: ☐ Yes ☐ No |

|  |
| --- |
| Australian Citizen ☐ Yes ☐ No: Refer to copies of passport and Visa Expiry Date:  |

|  |
| --- |
| Current Address:  |
| Rent: $ Period of Tenancy: Years: Months: |
| Agent/ Landlord: Business Number: Email:  |
| Reason for Leaving:  |
| Do you expect a full refund of bond: ☐ Yes ☐ No why?  |

**Previous address’s equivalent to the last 5 years**

|  |
| --- |
| Address:  |
| Length of Occupancy:  | Agency/Owner:  | Phone:  |
| Address:  |
| Length of Occupancy: | Agency/Owner: | Phone: |
| Address:  |
| Length of Occupancy: | Agency/Owner: | Phone: |
| Address:  |
| Length of Occupancy: | Agency/Owner: | Phone: |

|  |
| --- |
| **Employment**  |
| Current Employer: Your Position:  |
| Length of Employment: Years Months My pay is Weekly/Fortnightly/Monthly  |
| Payroll/ Managers Name: Phone: Email:  |
|  **If Self employed –**  |
| Company Name: ABN:  |
| Address:  |
| Period Self Employed: Years: Months: Industry/Nature of Business: |
| **Accountant Details**: Phone: Email:  |
| **INCOME – specify gross $ Per annum and provide verification**  |
| Employment $ |
| Self-Employment – Provide account letter to verify $  |
| Other $ |
| **TOTAL $**  |

|  |
| --- |
| **If a student or Not currently Employed**  |
| Student ID:  |
| Intuition: Course: Duration:  |
| Refer to the documents attached to the application to verify income  |
| ☐ Parent/Guardian Letter ☐ Centrelink Document ☐Bank Statements ☐ Austudy ☐Other |

|  |
| --- |
| **Vehicles to be kept at the Property**  |
| Registration: Make and Model: Colour:  |
| Other:  |

|  |
| --- |
| **Occupancy Details –** of persons to reside at the Property other than the applicant, Including children and other applicants |
| Name  | Date of Birth  | Relationship  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Pets** ☐ Yes – please refer to pet application and complete ☐ No  |

|  |
| --- |
| **Emergency contact details of closest Relatives who will not be residing with you**  |
| Name  | Address | Relationship  | Contact Number  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Personal Referees who are not relatives**  |
| Name:  | Occupation: | Contact Details: |
| Name: | Occupation: | Contact Details:  |

|  |
| --- |
| **Declarations- Applicant to complete and Provide details**  |
| Have you ever been evicted by a Lessor or Agent? | ☐ Yes:  | ☐ No  |
| Are you in Debt to another Lessor or Agent? | ☐ Yes:  | ☐ No  |
| Is there any reason known to you that would affect your ability to pay rent? | ☐ Yes: | ☐ No  |
| Was your bond at your last property refunded in full? | ☐ Yes | ☐ No:  |
| Was the property in a satisfactory condition when you inspected the property? If not, list request  | ☐ Yes  | ☐ No: |

I declare that the information provided is true and correct. I consent to verify details via Tenancy information centre of Australia and National Tenancy databases 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 \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_.

I agree to provide proof of income as part of this application such as recent income verification pay slips, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent/and bond paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to use email before the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required information may be emailed to me if unable to attend the office at an agreed appointment time.

I understand that should my application be denied by the lessor, that there is no legal requirement to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the agency Privacy Policy.

|  |
| --- |
| **PRIVACY DISCLOUSRE 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 a residential tenancy. We may need to collect information about you from your previous lessor or letting agents, your current employer and your referees. We use data operator TICA Default Tenancy Control Pty Ltd. You can find out more information about this database on their website [www.tica.com.au](http://www.tica.com.au) Your consent for us to collect the information is set out 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 BRIBIE REALTY 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 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 operator of the tenancy databases. Information already held on tenancy databases may also be disclosed to BRIBIE REALTY and/ or lessor. If you enter into a General Tenancy Agreement and you fail to comply with your obligations under the agreement, and if you fail comply with your obligations under this 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 the 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 its inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for period of time one month only. If you decide to not 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 form below then your application may be rejected, due to insufficient information to assess your application.  |

|  |
| --- |
| **PRIVACY CONSENT** I acknowledge that I have read about the Privacy Disclosure Statement and Collection Notice of Bribie Realty 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 Bribie Realty subscribes. I can refer to their Privacy Disclosure statements Via [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise Bribie Realty to refer my name and contact details to 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 e.g 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 Bribie Realty to use the phone details provided below to contact me for marketing purposes until advised otherwise  |

|  |
| --- |
| **TELEPHONE CONNECTIONS AND INTERNET/NBN** I, the applicant understand that it is my responsibility to check if a service is available at the property and connected before signing a tenancy agreement. If a service is not connected, I should find out the cost of the connection. I understand that as a tenant, I may be required to pay for the telephone line and internet connection (NBN) to the property.  |

|  |
| --- |
| **ACKNOWLEDGEMENT AND CONSENT BY APPLICANT** |
| Name: |
| **Signature:** |
| **Date:**  |
| **Time:**  |