

Our Agency welcomes your Application and any queries you may have. The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- One Application is to be completed per person. Applicant to supply own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check or the application will not be processed. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/> Drivers Licence	40
<input type="checkbox"/> Passport	40
<input type="checkbox"/> 18+ Card	40
<input type="checkbox"/> Birth Certificate	30
<input type="checkbox"/> Other Photo ID	30
<input type="checkbox"/> Current Wage Advice	30
<input type="checkbox"/> Previous Tenancy Reference	20
<input type="checkbox"/> Previous two rent receipts	20
<input type="checkbox"/> Motor vehicle registration certificate	10
<input type="checkbox"/> Bank Statement	10
<input type="checkbox"/> Telephone Account	10
<input type="checkbox"/> Electricity Account	10
<input type="checkbox"/> Gas Account	10

TOTAL POINTS

- Our Agency staff will contact you within 24-48 business hours.
- If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent, and Bond equal to 4 weeks rent (if rent is less than \$700 per week) be paid by cash or bank cheque or Australia Post Money Order within 24 hours of acceptance

APPLICATION CHECKLIST -

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

PROPERTY ADDRESS			
How did you find out about this Property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> For Rent Sign
	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	<input type="checkbox"/> Other
Applicant's Full Name and Address	Name		
	Address		
Personal Details	Date of Birth	/ /	Place of Birth
	Drivers Licence No:		Expiry Date
	Passport No:		Expiry Date

Applicant's Contact Details	☒ Home		☒ Business	
	☒ Mobile		Email	
Current Rental Details	Rent per week	\$	Period of occupancy	Months Years
	Agent/Landlord		☒ Home	
	Fax		☒ Business	
	Do you expect the Bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No Why _____			
Previous Address	Address			
	Rent per week	\$	Period of occupancy	Months Years
	Agent/Landlord		☒ Home	
	Fax		☒ Business	
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☒ Business	
	Total Annual Income (as declared to Australian Taxation Office) \$			
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)				
If Self Employed	Company Name		Trading As	
	Address			
	ABN:		Industry/ Nature of Business	
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office) \$			
	Accountant		☒ Business	
	Creditor		☒ Business	
	Creditor		☒ Business	
If a Student or Not Currently Employed	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID #	Institution	Faculty	
	Course		Duration	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
Australian Citizen	<input type="checkbox"/> Yes No <input type="checkbox"/> – copies of Passport and Visa attached		Visa Expiry: / /	

Vehicle Information	Total number of vehicles to be kept at the premises:		
	Registration No: & State	Model	Owned / Hire Purchase (circle)
	Registration No: & State	Model	Owned / Hire Purchase (circle)
Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property	Name	Address	Age
Pets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Type	Breed
	Reg No Council	Reference is attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Contacts (Continued next page)	Name		Name
	Relationship		Relationship

Emergency Contacts (Continued previous page)	Address		Address
	☒ Home		☒ Home
	☒ Work		☒ Work
	☒ Mobile		☒ Mobile
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	Name	Occupation	☒ Business Hours Contact

I confirm the following:

- | | | | |
|--|-----------------------------|------------------------------|-----------------------------|
| 1. Have you ever been evicted by any Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <u> </u> |
| 2. Have you been refused another Property by a Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <u> </u> |
| 3. Are you in debt to another Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <u> </u> |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <u> </u> |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <u> </u> |

Detail

I confirm the following:

During my inspection of the Property on: ___/___/____. I found it to be in a satisfactory condition Yes No
If "No" I request the following items to be attended to prior to my tenancy, subject to the Lessor's approval.

I have inspected the premises and apply for tenancy for a period of ___ months, at a rental of \$ ___ per week commencing on ___/___/____.

Declaration

I declare that the Application information provided is true and correct. That the premises will not be used for business purposes. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Rent Payment Methods and Associated costs:

The applicant (tenant) must pay the rent in the approved way/s as indicated below: (circle)

- | | |
|--|---------------|
| (a) - Cash | - Cheque |
| - Deposit to a financial institution account nominated by the lessor/agent | - Credit Card |
| - Deducted from pay, pension or other benefit payable to the tenant | - EFTPOS |

(b) - Another agreed way (*) _____

(Note: Where (b) 'Another agreed way' (*) is circled the applicant (tenant) must be given a choice of at least 2 other approved ways (a) for the payment of rent).

(*) Additional Costs associated with the other approved way of rent payment as above (b).

WARNING: Prior to signing this Application and paying monies to the Agent in relation to this Tenancy, the Applicant, by signing, acknowledges having been given a Form 18a General Tenancy Agreement (including the Standard Terms and any Special Terms and Conditions of the Agreement)

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond to be specified as a reasonable amount agreed by the lessor's agent.	4 x \$	= \$	Full bond must be paid within 24 hours of Application approval.
TOTAL PRE - MOVING IN COST		\$	Must be paid BEFORE lease commences
NOTES:		*****	

APPLICANT'S SIGNATURE		Date	
In Presence of Agency Representative		Date	

**PRIVACY DISCLOSURE STATEMENT OF
STANISTREET REALTY**

PO BOX 764 N, NORTH CAIRNS QLD 4870

Mobile: 0418 77 44 90 email: info@stanistreetrealty.com web: www.stanistreetrealty.com

ACN: 128 925 468 ABN: 83 623 287 805

We are an independently owned and operated business. We 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 Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this 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 **STANISTREET 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 the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **STANISTREET REALTY** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to 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 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 **STANISTREET REALTY** 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 residential 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.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **STANISTREET REALTY**.

I authorise **STANISTREET 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;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **STANISTREET REALTY** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise **STANISTREET REALTY** 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and / or SMS methods.

MARKETING CONSENT

I, the Applicant 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 **STANISTREET REALTY** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact Indefinite – Until advised in writing otherwise
 Other _____

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name		
Applicant Phone Number/s	<input type="checkbox"/> As detailed in this Application Form:	<input type="checkbox"/> Other:
Applicant Signature		
Date		
Time		