

# TENANCY APPLICATION



<b>AGENCY NAME</b>	Prestige Property Management
<b>ADDRESS</b>	PO Box 2158, Fortitude Valley BC QLD 4006
<b>PHONE</b>	0417 615 109
<b>FAX</b>	07 3254 1222
<b>EMAIL</b>	rentals@presitgepropertymgmt.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. 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 address. Submit copies of the documents with your Application.

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	40
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy 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
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- Our Agency staff 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 Money Order or Bank Cheque.

## 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. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent  
 Other:

### Applicant's Details

Name Address  
Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No Expiry  
☎ Home ☎ Mobile ☎ Business  
Email

### Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details if applicable – ALL DETAILS MUST BE SUPPLIED.

Rent per week \$ Period of occupancy (dates) Years Months  
Agent/Landlord ☎ Business Fax  
Email Address (**MUST SUPPLY**)

Do you expect the Bond to be refunded in full  Yes  No Why:

### Previous Address - ALL DETAILS MUST BE SUPPLIED.

Address  
Rent per week \$ Period of occupancy (dates) Years Months  
Agent/Landlord ☎ Business Fax  
Email Address (**MUST SUPPLY**)

### Employment - ALL DETAILS MUST BE SUPPLIED.

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Years Months Pay day is of each: week / fortnight / month  
Payroll / Manager's Name ☎ Business  
Email Address (**MUST SUPPLY**) Fax:

## If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

{ Business

Creditor Referee

{ Business

## Income

Source – List below

\$Gross per annum (Verification required)

• Employment

\$

• Self Employment

\$

• Other:

\$

• Other:

\$

TOTAL

\$

## If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter

Centerlink Document

Bank Statements

Austudy Document

Other

## Details of all Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

Registration No

Model

Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age
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## Pets

No

Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name

2. Name

Address

Address

Relationship

{ H

Relationship

{ H

{ W

{ M

{ W

{ M

## Personal Referees who are not Relatives

Name

Occupation

{ Business Hours Contact

1.

{ Mob

{ Work

2.

{ Mob

{ Work

**MUST BE COMPLETED IN ORDER FOR APPLICATION TO BE PROCESSED**

**Declarations – Applicant to Complete and Provide Details as Required**

- Have you ever been evicted 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:
- Was your Bond at your last address refunded in full?  Yes  No:
- Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

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 \_\_\_\_/\_\_\_\_/\_\_\_\_.  
I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

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.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to PRESTIGE PROPERTY MANAGEMENT.**

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

**APPLICANT'S SIGNATURE**

**Date**

**In Presence of Agency Representative**

**Date**

**MUST BE COMPLETED IN ORDER FOR APPLICATION TO BE PROCESSED**

PRESTIGE PROPERTY MANAGEMETNT  
PO BOX 2158 FORTITUDE VALLEY BC QLD 4006  
E: [rentals@prestigepropertymgmt.com.au](mailto:rentals@prestigepropertymgmt.com.au)

**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 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.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of PRESTIGE PROPERTY MANAGEMETNT . I authorise PRESTIGE PROPERTY MANAGEMETNT 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 PRESTIGE PROPERTY MANAGEMETNT 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 PRESTIGE PROPERTY MANAGEMETNT 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 law.

**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 PRESTIGE PROPERTY MANAGEMETNT 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 -

**UTILITY CONNECTIONS**

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. PRESTIGE PROPERTY MANAGEMETNT is authorized to contact me direct regarding the CONNECTION of these utility services.

**ELECTRONIC TRANSMISSION**

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

Applicant Name	
Applicant Signature	
Date	
Time	