

# TENANCY APPLICATION



**firstnational**  
REAL ESTATE

Cec Mann & Co.

151 HIGH STREET; STANTHORPE (07) 4681 2222 FAX (07) 4681 3676 – www.cecmann.com.au

## PROPERTY ADDRESS APPLYING FOR -

### How did you find out about this Property

Website     Newspaper     Agency contact     Sign     Referral     Other

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.
  - ALL SUPPORTING DOCUMENTS MUST BE ATTACHED WHEN SUBMITTING THIS APPLICATION**
- 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.
- 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.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

| DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK   | Points per Document |
|---|---------------------|
| Submit <u>only one</u> of the following:<br><input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate  | 40                  |
| <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card<br><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:<br><input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account<br><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>   |                     |

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
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

### 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 \_\_\_\_\_

## Applicant's Details

|                               |                                 |                                   |        |
|-------------------------------|---------------------------------|-----------------------------------|--------|
| Name in Full                  | Current Address:                |                                   |        |
| Date of Birth                 | Place of Birth                  |                                   |        |
| Drivers Licence No.           | Expiry                          | Passport No                       | Expiry |
| <input type="checkbox"/> Home | <input type="checkbox"/> Mobile | <input type="checkbox"/> Business |        |
| Email                         |                                 |                                   |        |

## Australian Citizen

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

## Current Tenancy Details if applicable

|   |                                   |                             |       |        |
|---|-----------------------------------|-----------------------------|-------|--------|
| Rent per week                                 | \$                                | Period of occupancy         | Years | Months |
| Agent/Landlord                                | <input type="checkbox"/> Business |                             | Fax   |        |
| Reason for leaving                            |                                   |                             |       |        |
| 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 | Years | Months |
| Reason for leaving |                                   |                     |       |        |
| Agent/Landlord     | <input type="checkbox"/> Business |                     | Fax   |        |

## Employment

|                                    |                                    |                                 |                                   |                                   |
|------------------------------------|------------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| Current Employer                   | Your Position                      |                                 |                                   |                                   |
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Casual | <input type="checkbox"/> Contract |                                   |
| Length of Employment               | Years                              | Months                          | Pay day is                        | of each: week / fortnight / month |
| Payroll / Manager's Name           | Fax                                |                                 | <input type="checkbox"/> Business |                                   |

## If Self Employed

|                      |            |                                   |                              |  |
|----------------------|------------|-----------------------------------|------------------------------|--|
| Company Name         | Trading As |                                   |                              |  |
| Address              |            | ABN                               |                              |  |
| Period self employed | Years      | Months                            | Industry/ Nature of Business |  |
| Accountant Details   |            | <input type="checkbox"/> Business |                              |  |
| Creditor Referee     |            | <input type="checkbox"/> Business |                              |  |

## Income – specify \$Gross per annum and provide verification i.e Tax Return

|   |    |
|---|----|
| • Employment  | \$ |
| • Self Employment – provide Accountant letter to verify | \$ |
| • Other:  | \$ |
| TOTAL   | \$ |

## If a Student or Not Currently Employed

|  |  |  |   |                                |
|--|--|--|---|--------------------------------|
| Student ID #   | Institution                                  | Course                                   | Duration                                  |                                |
| Refer to the following selected documents attached to Application to verify my source of income: |  |  |   |                                |
| <input type="checkbox"/> Parent/Guardian Letter  | <input type="checkbox"/> Centerlink Document | <input type="checkbox"/> Bank Statements | <input type="checkbox"/> Austudy Document | <input type="checkbox"/> Other |

## Vehicles to be kept at Property

Registration No \_\_\_\_\_ Model \_\_\_\_\_ Owned / Hire Purchase \_\_\_\_\_

Other \_\_\_\_\_

## Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

| Name | Date of Birth | Relationship | Name | Date of Birth | Relationship |
|------|---------------|--------------|------|---------------|--------------|
|      |               |              |      |               |              |
|      |               |              |      |               |              |

**Pets**  No  Yes: Details \_\_\_\_\_

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

| 1. Name   | 2. Name   |
|---|---|
| Address _____   | Address _____   |
| Relationship <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> M | Relationship <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> M |

## Personal Referees who are not Relatives

| Name     | Occupation | <input type="checkbox"/> Business Hours Contact            |
|----------|------------|--|
| 1. _____ | _____      | <input type="checkbox"/> Mob <input type="checkbox"/> Work |
| 2. _____ | _____      | <input type="checkbox"/> Mob <input type="checkbox"/> Work |

## 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?  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 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 1 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 EFTPOS/BANK CHEQUE OR DIRECT DEPOSIT

| ITEM  | CALCULATION | \$ PAYABLE | IMPORTANT NOTES  |
|---|-------------|------------|--|
| <b>Rent – first 2 weeks rent</b>  | 2 x \$      | = \$       | Must be paid BEFORE lease commences  |
| <b>Bond – 4 times weekly rent</b><br>NB: If rent is over \$700pw, Bond is as specified on Rent List | 4 x \$      | = \$       | Full Bond or Part Bond equivalent to 1 weeks rent must be paid within 24 hours of Application approval |
| <b>TOTAL PRE-MOVING IN COST</b>   |             | <b>\$</b>  | Total to be paid BEFORE lease commences  |

APPLICANT'S SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

In Presence of Agency Representative \_\_\_\_\_

Date \_\_\_\_\_

**Cec Mann & Co. First National Real Estate**  
151 High Street; Stanthorpe Qld 4380  
07 4681 4444 / 07 4681 2222

**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 3 days 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 **Cec Mann & Co. First National Real Estate**. I authorise **Cec Mann & Co. First National Real Estate** 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 **Cec Mann & Co. First National Real Estate** 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 **Cec Mann & Co. First National Real Estate** 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 **Cec Mann & Co. First National Real Estate** to use the phone details provided to contact me for marketing purposes until I advise otherwise.

**ELECTRONIC TRANSMISSION**

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time and the method of receiving advice or notification by SMS is accepted. *(If you do not consent to the use of email, fax or SMS, please cross this term out and initial the paragraph plus insert date)*

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

|                            |  |
|----------------------------|--|
| <b>Applicant Name</b>      |  |
| <b>Applicant Signature</b> |  |
| <b>Date</b>                |  |
| <b>Time</b>                |  |