

TENANCY APPLICATION



AGENCY NAME	Sellerbrate Property Management	PHONE	(07) 3172 7848
ADDRESS	G-20b, 385 Sherwood Road, Rocklea QLD 4106 Located in the Brisbane Markets	EMAIL	pm@sellerbrate.com.au

Thank you for choosing to rent through **Sellerbrate Property Management**. We will process your application within 12hrs of receiving your fully completed application form with all relevant identification.

If the application is approved, within 24 hrs of acceptance, all applicants will be required to sign the General Tenancy Agreement and pay two (2) weeks rent. The bond (bond is equal to 4 weeks rent) is to be paid prior to lease commencement date.

Please read before completing your application:

- One application is to be complete per person over the age of 18yrs.
- This application cannot be processed until it is fully completed and all supporting documents attached as required following the below checklist
- Prior to submitting your application, please ask to sight a *General Tenancy Agreement*.

ACCEPTED DOCUMENTS FOR SUPPORTING IDENTIFICATION

- Australian Drivers license **and/or** Passport **and/or** 18+Card (Proof of identification)
- Bank Statement **or** Current vehicle registration **or** Telephone / Electricity / Gas Account **or** Credit card statement **or** Pension / Health care card (Proof of current address)
- Two (2) most recent payslips if employed **or** Centrelink statement if receiving Centrelink benefits **or** Most recent financial year statement & business bank statement if self employed **or** Pension income statement if on a Pension (Proof of ability to pay rent)

You must provide **at least** one of each of the above criteria when submitting your application so that it can promptly processed.

Applicant Checklist – Before I submit my application, I have...

- Inspected the property internally with an agent of Sellerbrate Property Management
- Completed the application form fully, including the privacy statement and provided all relevant pieces of identification
- Been given a copy of the General Tenancy Agreement, Terms and any special terms to read. NB If not, please contact Agent.

DECLARATIONS

Have you ever been evicted by any lessor or agent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you in debt to another lessor or agent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Is there any reason known to you that would affect your ability to pay rent on time?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Was your last bond refunded in full?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
I declare I am not bankrupt or an undischarged bankrupt.	No <input type="checkbox"/>	Yes <input type="checkbox"/>
I declare the information provided is true and correct.	No <input type="checkbox"/>	Yes <input type="checkbox"/>
I consent to verify details via Tenancy Information Centre of Australia.	No <input type="checkbox"/>	Yes <input type="checkbox"/>

I understand that if I am approved for the property of which I am applying for, I am to sign the General Tenancy Agreement. The tenant is then bound to the Terms of the agreement and the property will cease to be available for rent. Pre-moving in costs are to be paid by EFT or direct deposit as itemised below.

Item	Calculation	\$ Payable	Important Notes
Rent – first 2 weeks rent	2x \$	= \$	<i>Must be paid at signing of lease</i>
Bond – 4 times weekly rent	4x \$	= \$	<i>Full bond must be paid prior to start of lease</i>
TOTAL PRE-MOVING IN COST		= \$	<i>Total to be paid prior to collecting keys</i>

I understand that the Agent recommends the use of direct deposit or internet banking for future rental payments as **cash is not permitted**. Please note the tenants bank may charge them (the tenant) a fee for each transaction.

PROPERTY ADDRESS FOR RENT:


I am applying for the rental property situated at: _____

I wish to apply for a tenancy of _____ months, at a rental of \$ _____ per week commencing on the

How did you find out about this property?

APPLICANTS SIGNATURE ➔

Date:

APPLICANT					
Name:					
Date of Birth:			Place of Birth:		
Drivers license No:		Expiry:		Passport No: Expiry:	
CONTACT DETAILS:					
Mobile:		Business:		Home:	
Email:					
CURRENT ADDRESS					
Renting		Own this home (Current council rates notice required)		Friends or family	
Address:					
Rent per week \$		Period of occupancy		Years Months	
Agent / Landlord		Business ph		Email	
Do you expect the bond to be refunded in full? Yes No Why					
PREVIOUS ADDRESS					
Renting		Own this home (Council rates notice required)		Friends or family	
Address:					
Rent per week \$		Period of occupancy		Years Months	
Agent / Landlord		Business ph		Email	
EMPLOYMENT					
Current Employer					
Full Time		Part Time		Casual Contract	
Your Position			Length of Employment		Years Months
Payroll/Manager's Name			Business Ph		Email
Net Income \$		per week fortnight		month	
IF SELF EMPLOYED					
Company Name			Trading As		
Address				ABN	
Period self employed		Years Months		Industry / Nature of Business	
Total Annual Income (as declared to Australian Taxation Office) \$				Attach income statement by Accountant or ATO return	
Accountant Name			Business Ph		Email
Creditor Referee			Business Ph		Mobile
STUDENTS					
Institution		Course		Faculty	
Duration		Years Month		Student ID #	
Receiving Payments No Yes Attach income statement					
NOT CURRENTLY EMPLOYED					
Centrelink Document		Austudy Document		Bank Statement Other	
OCCUPANCY DETAILS OF ALL PERSONS TO RESIDE AT PROPERTY (incl children)					
Name		Address			Age
2.					
3.					
4.					
PETS No Yes: All pets must be approved by agent.					
Type:		No:		Type: No:	
PERSONAL REFEREE WHO IS NOT A RELATIVE					
Name		Occupation		Business hour contact	
EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVE WHO WILL NOT BE RESIDING WITH YOU					
Name		Business Ph		Mobile	
Relationship		Address			
Electronic Transmission					
By ticking this box I give consent to receive documentation relevant to the tenancy by electronic communication methods such as email or facsimile.					
Direct Connect					
To save you time when you're moving house, Sellerbrate Property Management can assist you by arranging your utility connections. It's a FREE service and there's NO obligation. Please tick the box below if you would like Direct Connect to contact you further.					
Yes I would like to be contacted by Direct Connect					
Direct Connect will use the information in this application to undertake any connection and disconnection services authorised (including the provision of information to utility companies). Personal information collected by Direct Connect may be accessed by contacting them. While the Direct Connect service is FREE, normal service provider fees or bonds may apply for utility connections.					
APPLICANT SIGNATURE 				Date:	

Sellerbrate Property Management

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PRIVACY DISCLOSURE STATEMENT

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. Your consent to us collecting this information is set out below.

COLLECTION NOTICE

The personal information you provide in this application or that our Agency collects from other sources is necessary for Sellerbrate to verify your identity, to process and evaluate the application and to manage the application. If the application is successful, the personal information we have collected about you in this application and during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including the Lessor, referees, other agents, tradesperson and third party operators of Tenancy Databases. Information already held on Tenancy Databases may 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, all relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, other Agents and / or third party operators of Tenancy Databases. You have the right to access personal information that we hold about you by contacting our office in writing. You may correct or update any information we hold about you by providing the new details in writing to our office.

If your application is not successful, we will hold your personal information for a period of one (1) month only. If you decide not to retrieve your personal information from our office, we will destroy your documents to comply with the Privacy Legislation.

If you do not complete this form or do not sign the consent below, then your application for tenancy will not be considered by the owner of the relevant property or will be rejected due to insufficient information to assess your suitability for the relevant property.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read and understood the Privacy Disclosure Statement and Collection Notice. I authorise the Agent to collect information about me from:

1. My previous letting agents and / or landlords
2. My previous employer and / or accountant
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent 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 including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and / or Trading Reference Australia (TRA).

I authorise the Agent to disclose personal information collected about me to the owner of the property even if the owner is a resident outside of Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the condition and cleanliness of the property.

If for any reason there is an issue with the property that I am not satisfied with, I acknowledge that this will need to be presented to the Agent in writing when submitting my application and will not be taken into consideration if the Agreement has already been signed by all parties.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection of services, I consent to Direct Connect disclosing personal information it has collected about me to utility providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that the agent, Sellerbrate does not accept any responsibility for; any delay in, or failure to arrange or provide for any connection or disconnection of utility, or for any loss in connection with such delay or failure.

I acknowledge that Direct Connect, the Agent and its employees may receive a fee and / or benefit from a utility provider in relation to the connection of a utility service. There is no charge to me for the Direct Connect service; normal service provider fees or bonds may apply

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name

Applicant Signature

Date