

TENANCY APPLICATION FORM

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 in completing the Tenancy Application so it can be processed promptly.

Applications Will Not Be Processed Unless All Information Is Supplied

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions. All occupants over the age of 18 years old, must fill out an application form.

APPLICATION PROCESS

- Complete one Application Form per person over 18 years. Children may be included on a Parent or Guardian's Application.
- Include evidence of your income eg. Pay slip or if self employed, a letter of income verification from your Accountant, Centrelink documents, Scholarship documents.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 POINTS – OPTION LIST			
Photo ID (only one form of photo ID accepted)	40 points	Rates Notice (if current homeowner)	20 points
Proof of Income (payslip, Centrelink statement or bank statement)	40 points	Current vehicle registration	10 points
Previous Tenant Ledger/Rent Receipts	30 points	Telephone/Electricity/Gas Acct	10 points

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.

If you have a pet, a photo of each pet must be provided.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48hours and advise you by phone. If we are unable to contact all your referees, this process may take longer.

INFORMATION VERIFICATION BY OUR AGENCY

To verify your Application information, we contact Tenancy Databases eg. TICA & Barclay MIS. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Owner and personal referees.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to sign a Tenancy Agreement and Bond Lodgement form within 24 hours of approval. **All approved Tenants must be present to sign the Tenancy Agreement. Please allow approximately 30 minutes for this appointment.**

PAYMENT OF RENT AND BOND

Once the Tenancy Agreement has been signed you will be required to pay rent and bond. Personal cheques will not be accepted when paying the initial monies. **This office does not accept full bond transfers.**

UTILITY CONNECTIONS

This is your responsibility and therefore upon connecting any utility service, please ensure that the appointment times are scheduled for when you will have keys to the property. Please note: Keys will not be handed to you until your lease start date.

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

- Completed the Pet Application & Agreement form if pets are to reside at the Property

Do you currently have any rental applications pending at another agency YES / NO

PROPERTY ADDRESS FOR RENT

How did you find out about this Property

Internet Newspaper Sign Referral Other

Applicant One Details

Name

Date of Birth

Current Address

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Mobile

☎ 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/Owner

☎ Business

Email

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

Previous Address

Rent per week

\$

Period of occupancy:

Years

Months

Agent/Owner

☎ Business

Email

Employment

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

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
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 Currently not employed or a Student.

Refer to the following selected documents attached to Application to verify my source of income:

 Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other**Details of all Vehicles to be kept at Property**

Registration No	Model	Owned / Hire Purchase
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Registration No	Model	Owned / Hire Purchase
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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

Relationship

t M

t M

Personal Referees who are not Relatives

Name	Relationship	t Business Hours Contact
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1.		t Mob
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2.		t Mob
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Applicant Two Details

Name		Date of Birth	
Current Address			
Drivers Licence No.	Expiry	Passport No	Expiry
☐ Mobile		☐ 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/Owner		☐ Business		
Email				
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Why:</i>				

Previous Address

Rent per week	\$	Period of occupancy	Years	Months
Agent/Owner		☐ Business		
Email				

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			☐ Business	
Email				

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	
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> 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
------	---------	-----

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	Relationship
☐ M	☐ WM

Personal Referees who are not Relatives

Name	Relationship	☐ Business Hours Contact
1.		☐ Mob
2.		☐ Mob

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Owner or Agent? No Yes:

Are you in debt to another Owner 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 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 **DIRECT DEPOSIT made payable to Real Property Vibe Trust Account National Australia Bank BSB 084-572 ACCOUNT 912 528 756 using your Surname and Property Address as the reference**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 4 weeks rent	4 x \$ =	\$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$ =	\$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT ONE SIGNATURE

Date

APPLICANT TWO SIGNATURE

Date



Shop 1, 13 Cameron Street, Beenleigh Qld 4207

Ph: 07 3462 0171 Fax: 07 3382 7799 Email: rentals@realpropertyvibe.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 **Real Property Vibe** I authorise **Real Property Vibe** 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 **Real Property Vibe** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Real Property Vibe** 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 **Real Property Vibe** 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. DIRECT CONNECT is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

- ✓ It is agreed by signing below that 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's Name		
Applicant's Signature		
Date		
Time		