

# METRO 21

APARTMENTS

## TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged  
until all pages are completed and signed.*

**METRO 21**

**Level 5, 501/21 Mary Street Brisbane**

**Phone: 07 3003 1118**

**Fax: 07 3003 1117**

**Email: [info@metro21apartments.com.au](mailto:info@metro21apartments.com.au)**

Licensed Estate Agents · Auctioneers · Property Managers

## NOTICE TO ALL TENANCY APPLICANTS

### 100 POINT IDENTIFICATION

Prior to any tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties providing this identification please advise us prior to completing.

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DRIVERS LICENCE	30 POINTS*
PASSPORT	30 POINTS*
PROOF OF AGE CARD	30 POINTS*
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

*Note: Must have at least one of the items listed with "\*" next to the points*

### Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

#### 1. Property Applying For

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term                      Years                      Months

Date Property to be occupied                      /                      /

Rent Payable for Property \_\_\_\_\_

Name(s) of other Applicants to Occupy Property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ID# 7629**

#### 2. If self-employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

#### 3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth	/	/
Current Address		
Suburb	Postcode	
Drivers Licence Number	State of Issue	
Car Registration Number		
Alternate ID (eg passport)	No	
Pension Type	No	
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Employers Name		
Employer Phone Number		
<b>Please provide a contact number you are available on all day</b>		
Contact number:		

#### 4. Utility Connection Service



Phone: 1300 554 323  
 Fax: 1300 889 598  
 Email: info@connectnow.com.au  
 Internet: www.connectnow.com.au

#### A Free Service - Connecting Your Utilities Has Never Been Easier!

connectnow is a simple and convenient time saving service assisting with your Telephone & Gas connections. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

**PRIVACY POLICY:** The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect

Yes

Signed: \_\_\_\_\_ Date / /



## Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Metro 21 collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Telephone:** 07 3003 1118  
**Facsimile:** 07 3003 1117  
**Email:** info@metro21apartments.com.au  
**In Person:** 501 / 21 Mary Street, Brisbane

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque, cash, eftpos or direct deposit into our nominated account.
4. Initial rental payments must be paid in cash to Metro 21.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database, TICA Tenancy Database, and any other tenancy database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

### TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Metro 21 that all rental payments are made via cash, cheque, direct deposit, Eftpos, Rental Rewards or rent card as payment of monthly rent.

- I / We authorise the agent to access and check any information that may be listed on me / us on the TICA Default Tenancy Database and any other tenancy database which may be available.
- I / We agree / understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database and any other tenancy database which may be available.
- I / we understand that in the event of a default being reported to TICA Default Tenancy Database or any other database which may be available, the removal of such information is subject to the guidelines of the database companies.

**Signed by the:**

**Applicant**

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**Print Name**

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**Date**

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**Witness**

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