

# TENANCY

## APPLICATION

40924040



The Pink Building 219 Byrnes Street Mareeba QLD 4880

[www.rentalhomesnow.com.au](http://www.rentalhomesnow.com.au)

F : 40925266

[rentals@4880.com.au](mailto:rentals@4880.com.au)

## PROPERTY ADDRESS FOR RENT

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 two people.
- **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 residential 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

How to achieve your 100 Points Of ID

<input type="checkbox"/> Drivers Licence or <input type="checkbox"/> Student Card or <input type="checkbox"/> 4 recent Rent Receipts	<input type="checkbox"/> Proof of Age Card or <input type="checkbox"/> Passport	<input type="checkbox"/> Other Photo ID or	40
<input type="checkbox"/> Rates Notice <input type="checkbox"/> Telephone Account	<input type="checkbox"/> Electricity Account <input type="checkbox"/> Gas Account		30
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Centrelink Concession/Health Card	<input type="checkbox"/> Bank Statements	10
<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
- ☐ Been shown 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
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	

## How did you find out about this Property

☐ Website ☐ Newspaper ☐ Agency contact

## Applicant's Details

Name in Full

Date of Birth

Drivers Licence No.

Expiry

Passport

Expiry

Home

Mobile

Email

## Australian Citizen

☐ Yes ☐ No: Refer to copies of Passport and Visa attached

## Current Address:

## Current Tenancy Details if applicable

Rent per week \$

Agent/Landlord

Reason for leaving

Do you expect the Bond to be refunded in full ☐ Yes

## Previous Address

Address

Rent per week \$

Reason for leaving

Agent/Landlord

## Employment

Current Employer ☐ Full Time ☐ Part Time ☐ Casual

Length of Employment Years Months Pay day is of each: week / fortnight / month

Payroll / Manager's Name

## If Self Employed

Company Name

Address ABN

Period self-employed Years Months

Accountant Details

## Income – specify \$Gross per annum and provide verification

- Employment
- Self-Employment – provide Accountant letter to verify
- Other:

TOTAL

## Applicant's Details

Name in Full		Other Name You have been known by	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
☎ Home	☎ Mobile	Email	

## Australian Citizen

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

## Current Address:

## Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		☎ 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		☎ Business	Fax	

## Employment

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

## If Self Employed

Company Name		Trading As		
Address		ABN		
Period self-employed	Years	Months	Industry/ Nature of Business	
Accountant Details		☎ Business		

## Income – specify \$Gross per annum and provide verification

• 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"/> Centrelink Document	<input type="checkbox"/> Bank Statements	

### 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

## 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	3.Name
Address	Address	Address
Relationship	Relationship	Relationship
⌚ H ⌚ W ⌚ M	⌚ H ⌚ W ⌚ M	⌚ H ⌚ W ⌚ M
1. Name	2. Name	3.Name
Address	Address	Address
Relationship	Relationship	Relationship
⌚ H ⌚ W ⌚ M	⌚ H ⌚ W ⌚ M	⌚ H ⌚ W ⌚ M

### Personal Referees who are not Relatives

Name 1	Occupation	Work	Mob	Home
Name 2.	Occupation	Work	Mob	Home

### Declarations – Applicants 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 and the 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.

I understand the Rental Homes Now uses EziRentPay/ Ezidebit for rent payments and if used the Tenant will incur a fee of \$1.25/\$0.99 per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT** made payable to Rental Homes Now.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond</b> – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 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 SIGNATURES

Date \_\_\_\_\_

**In Presence of Agency Representative**

Date \_\_\_\_\_

**Rental Homes Now**  
**219 Byrnes Street Mareeba**  
**4092 4040**

**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 **Rental Homes Now**. I authorise **Rental Homes Now** 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 **Rental Homes Now** 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 **Rental Homes Now** 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 **Rental Homes Now** 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. Rental Homes Now 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**

<b>Applicant Names</b>		
<b>Applicant Signatures</b>		
<b>Date</b>		
<b>Time</b>		