

Pre-Application Fact Sheet & Checklist



Welcome to our Agency! We look forward to being able to assist in finding you your new home.

We would like to take this opportunity to make you aware of our procedures for the rental application process. **Please note the following and retain a copy of this Fact Sheet for your information.**

Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all information is supplied to our Agency. Please refer to the Tenant Checklist and Application Form in relation to what information will be required.

Application Checklist

You will need to ensure the following are included in your Application:

- Photo ID:** Provide a copy of your Driver's Licence, Passport or 18+ Card.
- Proof of Address:** Provide a copy of either a current Lease Agreement, Bond Receipt, 2 current Rent Receipts, Reference, Sales Contract or Council Rates Notice
- Proof of Income:** Provide a copy of either your Employment Agreement, 2 recent Payslips, or current Bank Statement
- A Current Bill:** Provide a copy of either your Vehicle Registration, Phone/Mobile or Electricity/Gas I

Application Processing Time Frame

Upon submitting a fully completed Application Form, the required processing time is 24 – 48 hours. Our Property Manager will contact you once the processing is complete and will advise whether your Application has been successful.

If your application is not successful, you are able to collect your application from our office within 7 days of being notified that it was unsuccessful. Should you not wish to collect it, it will be confidentially destroyed accordingly.

Successful Applications

If the Property Owner approves your Application, our Property Manager will phone you to arrange an appointment for all Applicants to come into the office to secure the Property. At this time, we will require two (2) weeks rent to be deposited into the iThink Property Trust Account. The Form 17A (Information Statement) and the Form 18A (Lease Agreement) will also be provided and completed at this appointment. This procedure must be done within 24 hours of you receiving approval.

Upon signing the Tenancy Agreement, we will also provide you with a Tenancy Fact Sheet which will assist you with the next stage of the tenancy process.

Remember it is your responsibility to ensure the connection of all services to the property including electricity, gas & telephone. And don't forget, landlords insurance does not cover your personal possessions – you should arrange Contents Insurance through a reputable provider to ensure you belongings are covered.

We thank you for the opportunity to assist you and please do not hesitate to contact us should you have any questions.

Privacy Consent

PLEASE COMPLETE IN BLOCK LETTERS



ONE STATEMENT TO BE COMPLETED PER PERSON

Notice of Collection of Personal Information

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. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our Licensee. If the information described in the tenancy application is not provided, we may refuse to accept and process this application.

Privacy Disclosure Statement for Tenant Related Databases

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

Consent to Receive Electronic Communication

The Electronic Transactions Act (Qld) 2001 (S11 & 12) requires a person/s to provide consent if they agree to receive information via electronic communication (email or fax). By signing this document, you consent to the use of electronic communication as per the email and / or fax number provided as part of this application as a method of communication with iThink Property.

Privacy Consent

I, the Applicant acknowledge that I have read the Notice of Collection of Personal Information and the Privacy Disclosure Statement of iThink Property. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I authorise iThink Property Ltd to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise iThink Property 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 iThink Property to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases. I acknowledge and accept that if this application is denied, iThink Property is not obliged to provide reasons as to why.

Applicant's name:

Date:

Applicant's Signature:

Tenancy Application Form

PLEASE COMPLETE IN BLOCK LETTERS



ONE APPLICATION TO BE COMPLETED PER PERSON

Property Details

Address of Property for Application: _____
Names of other tenants who will occupy the property: _____
Preferred Lease Commencement Date: _____
Lease Term: _____ Rent p/w \$ _____

Personal Details

Given Name(s): _____ Surname: _____
Title: MR MRS MS MISS OTHER Date of Birth: _____
Current Address: _____
Home Ph: _____ Work Ph: _____ Mobile Ph: _____
Fax No: _____ Email Address: _____
Drivers Licence No: _____ Drivers Licence State: _____
Passport No: _____ Passport Country: _____
Do you have any pets? YES / NO Details of Pets: _____
Own Motor Vehicle? YES / NO Make / Model: _____ Reg. No: _____
Are you a smoker? YES / NO No. of Dependents: _____ Age of Dependents: _____

Current Tenancy Details

Length of stay at current address: _____ Rent p/w \$ _____
Reason for leaving: _____
Name of Landlord / Agent: _____ Contact Ph: _____

Previous Tenancy Details

Previous Address: _____
Length of stay at current address: _____ Rent p/w \$ _____
Reason for leaving: _____
Name of Landlord / Agent: _____ Contact Ph: _____

Current Employment Details

Employer: _____ Occupation: _____
Employer's Address: _____
Contact Name (Manager / Payroll): _____ Contact Ph: _____
Length of Employment: _____ Net Income p/w: \$ _____
Type of Employment: Full Time Part Time Casual Other

Previous Employment Details

Employer: _____ Occupation: _____
Employer's Address: _____
Contact Name (Manager / Payroll): _____ Contact Ph: _____
Length of Employment: _____ Net Income p/w: \$ _____
Type of Employment: Full Time Part Time Casual Other

SUBMIT COMPLETED FORM TO ITHINK PROPERTY

FAX: 07 3202 3043 PH: 3202 3040

EMAIL: IPSWICH@ITHINKPROPERTY.COM.AU OFFICE: PO BOX 538, IPSWICH, 4305

Tenancy Application Form

PLEASE COMPLETE IN BLOCK LETTERS



ONE APPLICATION TO BE COMPLETED PER PERSON

Student Details

Place of Study: _____ Enrolment / Student No: _____
Overseas Student: YES / NO _____ Visa Expiry Date: _____

Referees

Referee Name: _____ Relationship to you: _____
Home / Business Ph: _____ Mobile Ph: _____
Referee Name: _____ Relationship to you: _____
Home / Business Ph: _____ Mobile Ph: _____

Next of Kin

Given Name(s): _____ Surname: _____
Relationship to you: _____ Mobile Ph: _____
Address: _____
Home / Business Ph: _____ Email Address: _____

Please answer the following questions...

Have any of your previous tenancies been terminated? YES / NO
Are you in debt to another Lessor or Agent? YES / NO
Was your rental bond at your last address refunded in full? YES / NO
If no, please provide further details:
Are there any existing extenuating circumstances which may affect your future rent payments? YES / NO
If yes, please provide further details:

Statement

I confirm that I have inspected the property, which is the subject of this application.
I wish to undertake a tenancy at this property for a period of _____ to commence on the _____ at a rental price of \$ _____ per week.

I acknowledge that I will be required to pay the following amounts prior to signing the lease documentation:

First payment of rent in advance (equal to 2 weeks rent): \$ _____
Rental Bond (equal to 4 weeks rent): + \$ _____
Total Amount payable upon signing Tenancy Agreement: = \$ _____

I declare that the above information is true & correct to the best of my knowledge & agree that the agent may conduct independent evaluation checks & use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owners' approval.

Applicant's Signature: _____ **Date:** _____