



TENANCY APPLICATION

Ground Floor, 142 Bundall Road, Bundall QLD 4217
 PO Box 7905, GCMC Bundall QLD 9726
 Ph: (07) 5574 3863 Fax: (07) 5574 3341 Mobile: 0413 673 840
 Email: admin@exclusiveproperty.com.au

Please read prior to completing your Application

- One application between 2 people
- Include evidence of your income eg Pay slip or if self employed, a letter of income verification from your Accountant, Centrelink documents
- Provide and attach photocopies of documents required to meet 100 points of identification for each applicant as the guide shows below.

100 POINTS – OPTION LIST					
Drivers licence	40 points	Other photo ID	30 points	Current vehicle registration	10 points
Passport	40 points	3x most recent payslips	30 points	Bank statement	10 points
Birth certificate	40 points	Tenant ledger	30 points	Utility account	10 points
18+ Card	30 points	Employment offer/contract	20 points	Pension card	10 points

- Our office 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 and 4 weeks bond is to be paid by Money Order, Bank Cheque or Cash.

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID

- Inspected the Property both internally and externally

- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact office ASAP

- Completed the Application form fully, including the Privacy Disclosure Statement and Privacy Consent.

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"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

Applicants Full Names

Applicant 1 _____ Applicant 2 _____

Personal Details

Date of Birth:	_____	Date of Birth:	_____
Drivers Licence No: _____	Expiry: _____	Drivers Licence No: _____	Expiry: _____
Passport No: _____	_____	Passport No: _____	_____

Applicant's Contact Details

☎ Home	☎ Mobile	☎ Business	Email: _____
☎ Home	☎ Mobile	☎ Business	Email: _____

Present Address:

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

Previous Address:

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

Employment

Current Employer _____

 Full Time Part Time Casual Contract

Your Position	_____	Length of Employment	Years _____	Months _____
Payroll / Manager's Name	_____	☎ Fax	_____	☎ Business _____
Total Weekly Income (as declared to Australian Taxation Office) \$ _____				

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) \$ _____			<i>Attach income statement by Accountant or ATO Return</i>
Accountant Details		☎ Business	_____
Creditor Referee		☎ Business	_____
Creditor Referee		☎ Business	_____

Present Address:

Rent per week	\$ _____	Period of occupancy	_____
Agent/Landlord	_____	☎ Business	_____
Reason for Leaving _____			

Previous Address:

Rent per week	\$	Period of occupancy
Agent/Landlord	<input type="checkbox"/> Business	
Reason for Leaving		

Employment

Current Employer			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Your Position	Length of Employment	Years	Months
Payroll / Manager's Name	<input type="checkbox"/> Fax	<input type="checkbox"/> Business	
Total Weekly Income (as declared to Australian Taxation Office) \$			

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 s
Accountant Details		<input type="checkbox"/> Business	

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 **Type:** Dog Cat **Breed:** **Sex:** Male Female
 Indoor Outdoor **Desexed:** Yes No **GCCC Registration No:**

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	Phone:	Relationship:
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Both Applicants Personal References (No relatives)

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		Ph:
2.		Ph:

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 ____/____/____. The rental amount to be paid is within my means. I/We also undertake to pay a Rental Bond of \$..... (Equal to 4 weeks rent, or where the rent exceeds \$700 per week an amount agreed to by both parties) upon the signing by me/us of the Residential Tenancies Agreement, which must be paid prior to occupation of the premises in either Cash or Bank Cheque.

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 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 to be paid by **CASH, BANK CHEQUE OR DIRECT DEPOSIT. Cheques to be made payable to EPMS Trust Account.**

1st APPLICANT'S SIGNATURE

Date

2nd APPLICANTS SIGNATURE

Date

Utility Connection

Please tick utilities as required

Electricity Gas Pay TV Phone Internet Insurance

nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:

Date:

Exclusive Property Management Services

Ground Floor, 142 Bundall Road, Bundall QLD 4217

PO Box 7905, GCMC BUNDALL QLD 9726

Ph: (07) 5574 3863 Fax: (07) 5574 3341 Mobile: 0413 673 840

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 office collects from other sources is necessary for **our office** 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.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements. I/we agree and understand that should I/we fail to provide Exclusive Property Management Services with the information and acknowledgements required Exclusive Property Management Services may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. Charges for such calls are at the discretion of TICA Default Tenancy Control Pty Ltd and are not in any way under the control of Exclusive Property Management Services.

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 **Exclusive Property Management Services**. I authorise **Exclusive Property Management Services** to collect information about me from:

- My previous Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- The Tenancy Database to which **Exclusive Property Management Services** subscribes, being TICA. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Exclusive Property Management Services** 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.

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 authorised to contact me/us 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

Applicant Name	
Applicant Signature	
Applicant Name	
Applicant Signature	
Date	