

TENANCY APPLICANTS PLEASE NOTE

1. VIEW PROPERTY

- Only once you have viewed the property will your application be processed
- We recommend you do a drive-by prior to inspection of the property, for location suitability.

2. APPLICATION PROCESS

- Complete Application Form – 2 Adults per form.
(All persons over the age of 18 are to fill in a separate application form)
- **You Must** attach evidence of your income
e.g – Pay Slip, Centrelink Documents, Accountants Letter, Bank Statement.

3. Provide and attach photocopies of documents required to meet 100 points of identification

100 POINTS - OPTION LIST			
Drivers Licence/Passport	40 points	Current vehicle registration certificate	10 points
Copy of Birth Certificate	40 points	Bank statement	10 points
18+ Card or other photo ID	30 points	Credit card statement	10 points
Current or recent pay advice	30 points	Medicare card	10 points
Previous tenancy ledger	30 points	Pension / Health Care Card	10 points
Previous 2 rental receipts	20 points	Telephone, Gas, Electricity account	10 points

4. AGENCY PROCESS

As your application is of high priority, our office will endeavor to have an answer to you within 2 working days, but will advise if it will be longer due to delays in reaching your contacts.

Should your application for tenancy be approved, you will be required to pay a holding fee, equal to 2 weeks rent to secure the property. This is to be paid to the agent via BPay, bank cheque or money order, and must be paid within 48 hours of application being approved. You will then be required to sign all documentation within 48 hours of paying the holding fee.

PLEASE NOTE: We do not accept bond transfers from other agents or lessors.

If you do not tell us within the holding period that you are not going ahead with the rental or if you say you will proceed but then do not enter into a Tenancy Agreement, you will forfeit your holding deposit.

BE SURE THAT YOU HAVE FULLY COMPLETED AND SIGNED THIS APPLICATION, AND PROVIDED ALL OF THE ABOVE INFORMATION SO THAT IT MAY BE PROMPTLY PROCESSED!

Our office reserves the right to allow for any changes or additions to the above.

Signature Applicant 1: _____

Signature Applicant 2: _____

Applicant 1

Address of property you wish to apply for: _____

Full name of Applicant: _____

Have you ever been known by any other name: _____

If yes, what other name have you been known by: _____

Drivers Licence number _____ Passport number _____ DOB: _____

Contact phone number : Work: _____ Mobile: _____

Email Address: _____

Names of other persons wishing to occupy premises: (including ages)

1. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

2. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

3. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

Pets owned: Type: _____ Breed: _____ Name: _____

Are the pets registered with the council?

CURRENT address: _____

Period of occupancy: _____

Reason for leaving: _____ Rent paid \$: _____ per week

Name of Agent/Owner: _____ Contact Number: _____

PREVIOUS address: _____

Period of occupancy: _____ Phone: _____

Reason for leaving: _____ Rent paid \$: _____ per week

Name of Agent/Owner: _____ Contact Number: _____

Applicant 1 (cont)

Occupation: _____ Weekly Income: \$ _____ 2 Pay slips Required
Name of Employer: _____ Employer's Address: _____
Period of Employment: _____ Business Contact number: _____
Student: Yes/No Institution: _____ Course: _____ Duration: _____
Family Assistance/Extra Income: \$ _____ Weekly Income: \$ _____ Statement Required

Personal information to support this application

Personal references: (No relatives. Names given must be contactable during business hours. Please ensure each has agreed for you to nominate them as referee.)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

Name of person in case of an emergency: _____ Phone: _____

Relationship to you: _____

APPLICANT/s DECLARATION

I/We _____, the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I/we have supplied the above information of my/our own free will.

I/We have inspected the mentioned property and wish to take a tenancy of such property for a period of _____ months commencing from ____/____/____ at a rental amount of \$ _____ per week and that the rental amount is within my/our means.

I/We also undertake to pay the Rental Bond of \$ _____ (total of 4 weeks rent) upon signing the Tenancy Agreement which must be paid by EFT, Bank Cheque or Australia Post Money Order ONLY.

Applicant Signature _____ Date: ____/____/____ Time: _____

Applicant 2

Address of property you wish to apply for: _____

Full name of Applicant: _____

Have you ever been known by any other name: _____

If yes, what other name have you been known by: _____

Drivers Licence number _____ Passport number _____ DOB: _____

Contact phone number : Work: _____ Mobile: _____

Email Address: _____

Names of other persons wishing to occupy premises: (including ages)

1. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

2. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

3. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

4. _____ D.O.B. ___ / ___ / ___ Relationship to you _____

Pets owned: Type: _____ Breed: _____ Name: _____

Are the pets registered with the council? Yes/No

CURRENT address: _____

Period of occupancy: _____

Reason for leaving: _____ Rent paid \$: _____ per week

Name of Agent/Owner: _____ Contact Number: _____

PREVIOUS address: _____

Period of occupancy: _____ Phone: _____

Reason for leaving: _____ Rent paid \$: _____ per week

Name of Agent/Owner: _____ Contact Number: _____

Applicant 2 (cont)

Occupation: _____ Weekly Income: \$ _____ 2 Pay slips Required

Name of Employer: _____ Employer's Address: _____

Period of Employment: _____ Business Contact number: _____

Student: Yes/No Institution: _____ Course: _____ Duration: _____

Family Assistance/Extra Income: \$ _____ Total Weekly Income: \$ _____ Statement Required

Personal information to support this application

Personal references: (No relatives. Names given must be contactable during business hours. Please ensure each has agreed for you to nominate them as referee.)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

Name of person in case of an emergency: _____ Phone: _____

Relationship to you: _____

APPLICANT/s DECLARATION

I/We _____, the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I/we have supplied the above information of my/our own free will.

I/We have inspected the mentioned property and wish to take a tenancy of such property for a period of _____ months commencing from ____/____/____ at a rental amount of \$ _____ per week and that the rental amount is within my/our means.

I/We also undertake to pay the Rental Bond of \$ _____ (total of 4 weeks rent) upon signing the Tenancy Agreement which must be paid by Bank Cheque or Australia Post Money Order ONLY.

Applicant Signature _____ Date: ____/____/____ Time: _____

**Pro-forma Disclosure Statement & Consent to be attached to your
“Application for Residential Tenancy”**

Privacy Disclosure Statement of TDC Residential Sales Unit Trust T/A My Rental Home Now
306 Duffield Road, Clontarf QLD 4019
Phone: (07) 3480 4200 or email rentals@myhomenow.com.au

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 residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on tenancy default databases.

We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these database websites at www.tica.com.au. 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 privacy officer (see contact details above). If you do not complete this form or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Where Move Me In is requested by me to arrange for the provision of connection and disconnection services, I consent to Move Me In disclosing personal information about me to utility service providers for that purpose and to obtain confirmation of the connection to disconnection. I consent to Move Me In disclosing confirmation details (including NMI, MIRN and telephone number) to Kangaroo Point Residential or Agent. I acknowledge that Move Me in and the Agent do not accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a utility or for any loss in connection which such delay or failure. My Rental Home Now have a commercial relationship with Move Me In. I acknowledge that Move Me and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the Move Me In service, normal service provider fees or bonds may apply for which I am responsible.

Privacy Consent

I/We, the Applicant/s acknowledge that I/we have read the Privacy Notice of TDC Residential Sales Unit Trust T/A My Rental Home Now.

I/We authorise TDC Residential Sales Unit Trust T/A My Rental Home Now to collect information about me/us from:

- a. My previous letting agents and/or landlords;
- b. My personal referees; and
- c. Any Tenancy Default Database which may contain personal information about me. I/We also authorise TDC Residential Sales Unit Trust T/A My Rental Home Now to disclose details about any defaults by me/us under the tenancy to which this application relates to and any tenancy default database to which it subscribes including TICA.

I/We, the applicant/s hereby authorise you, as the agent to conduct an enquiry with Tenancy Information Centre Australia Pty Ltd and any other searches which may verify the information provided by me/us.

I/We, do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

Applicant/s Signature/s _____ Date: ____ / ____ / ____

Applicant/s Signature/s _____ Date: ____ / ____ / ____

PART A

1. To process your application, you are requested to answer all your questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed on to TICA in the event of a default occurring.

PART B

a. Have you ever been evicted by any landlord or agent?

If yes, please give details:

b. Have you been refused another property by any landlord or agent?

If yes, please give details:

c. Are you in debt with another landlord or agent?

If yes, please give details:

d. Were there any deductions made from your rental bond at your last address?

If yes, please give details:

I/We authorise TDC Residential Sales Unit Trust T/A My Rental Home Now to disclose personal information about me/us to the owner of the property, even if the owner is a resident outside of Australia.

Signed: _____ Date: ____ / ____ / ____ (Applicant)

Signed: _____ Date: ____ / ____ / ____ (Applicant)