

TENANCY APPLICATION

OFFICE HOURS – Monday to Friday 9:00am to 5:00pm

I have inspected the property located at: _____

I wish to rent the property commencing from- ___/___/___ for a period of _____

Rent per week: _____

Please read prior to completing your application.

- One application to be completed by each person
- This application will not be processed until completed in full including copies of your supporting documents as required for the 100 point identification check. Refer to the following list of accepted documents and point value of each.
- I have been informed and agree that rent for the said property is to be paid every week and is to be 2 weeks in advance at all times.

Applications take up to 24-48 hours to process (providing all referees can be contacted). If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders plus the bond and two weeks rent.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK TO EQUAL 100 POINTS

- | | |
|---|-------------|
| - Drivers licence, Passport, Birth Cert | = 40 points |
| - Recent pay slip, Centrelink statement of income | = 30 points |
| - Recent rent receipts/ copy of rental ledger | = 20 points |
| - Current rego, bank or credit card statement | = 10 points |

I have inspected the property both internally and externally and agree to accept the property in its current condition.

Signature: _____ Date: ___/___/___

Please return application to:

Shop 3,195 Ron Penhalgon Way, Robina Village Shops Robina

Or fax to (07) 5593 3299 Or email robina.rentals@harcourts.com.au

PART 1 – APPLICANTS DETAILS

Full name:		D.O.B / /	
Contact No: Home	Work	Mobile	
Email address:			
Number of Persons to Reside in Property:		(You must list ALL persons names below)	
Smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			
Car registration:	Drivers License No:	License state:	
Passport Number:	18+ Card Number		
Car make/Model & year:			
PETS)Check with agent) Yes No <input type="checkbox"/>		Number:	Type & Breed: Age:
Indoor Pet <input type="checkbox"/>	Outdoor Pet <input type="checkbox"/>	Registered <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Full Name and Ages of all persons other than applicant wishing to occupy the premises

I am currently **Renting/ Boarding/ Own Home/ Other**

Address:		
<input type="checkbox"/> Rented \$	P/W	
<input type="checkbox"/> Owned	Address	
Name of Real-estate, landlord or Agent of Property Sold		
Address:	Phone:	Fax:
Period of occupancy / / / to / / / Reason for leaving:		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why?		

At my pervious I was **Renting/ Boarding/ Own Home/ Other**

Address:		
<input type="checkbox"/> Rented \$	P/W	
<input type="checkbox"/> Owned	Address	
Name of Real-estate, landlord or Agent of Property Sold		
Address:	Phone:	Fax:
Period of occupancy / / / to / / / Reason for leaving:		
Was the Bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

PERSONAL REFERENCES – Does not include relatives or friends (This must be completed in full)

Name:	Address:
Phone:	Relationship:
Name:	Address:
Phone:	Relationship:

Name of Relative of Other Person to Contact in Case of Emergency

Address: _____ Phone: _____

Relationship: _____

Work / Employment / Centre Link Payment

Occupation: Industry:	Period of employment	to
Employer:	Weekly Net wage (after Tax) \$	
Address:	Phone:	Fax:
<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (hours per week)		
<input type="checkbox"/> Centrelink Benefit type _____ Weekly Payment _____		
Please Provide Current Centrelink Statement Total Weekly Income _____		

Self Employed- Please attach past 3 months of Bank Statements showing Auctual Net Income

Occupation / Industry:	
How long have you been self employed?	A.B.N:
Busniess name:	Address:
Accountant's name:	Phone:

If less than 6 months, previous employer

Occupation: Industry:	Period of employment	to
Employer:	Weekly Net wage \$	
Address:	Phone:	Fax:
<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (hours per week)		

PRIVACY DISCLOSURE STATEMENT

We collect personal information about you in this form to assess for 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 the Tenancy Database. You consent for us to collect the information is let 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 to Harcourts Robina/Varsity 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, and other Agents and third part operator of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our office 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. If you 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 Harcourts Robina/Varsity.

I authorise Harcourts Robina/Varsity to collect information about me from:

- My previous letting agents and/or lessors
- My referees, employers and all other references on this application
- Tenancy Data Base (TICA)

I authorise Harcourts Robina/Varsity to refer my name and contact details to an arranger or service provider including trades people (to attend to work required at the property), salespeople (primary and secondary agents), valuers, the Lessor, other agents, database operator, other property managers, Body, Corporate, insurance companies, financial services, if required in the future, and to authorise as required by law.

ELECTRONIC TRANSMISSION

- It is agreed by signing that 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: _____ Date: _____