

TENANCY APPLICATION

APPLICANT NAME:

APPLICANT NUMBER:

Total Number Applicants

PROPERTY ADDRESS:

ACKNOWLEDGEMENTS BY APPLICANTS

Please be made aware that this application will not be accepted unless it is completed in its entirety and that the relevant identification and proof of financial capacity is attached. Should you run out of room, any additional information is to be supplied on blank paper and attached. Written references from previous landlords and/or neighbours are appreciated.

I, the applicant do solemnly and sincerely declare that I am not bankrupt and affirm that the information that is supplied by me in this application of offer to rent the said property is true and correct in every aspect and **without omission**.

I inspected the abovementioned premises: * please note an additional form is to be completed if you wish to apply for this property prior to inspection. I wish to take a tenancy of such premises:	<input checked="" type="checkbox"/> on ____/____/____ <input checked="" type="checkbox"/> from ____/____/____ (insert proposed start date) <input checked="" type="checkbox"/> For a period of _____ Months
At a rental of: which can be paid on time and is within our means	<input checked="" type="checkbox"/> \$ _____ (insert \$ amount per week)
I also under-take, upon signing of the Rental Agreement to pay a rental bond of:	<input checked="" type="checkbox"/> \$ _____ (insert Bond) <input type="checkbox"/> Cash payment to office <input type="checkbox"/> Bond Loan required
I:	<input checked="" type="checkbox"/> have/haven't been evicted by any Landlord/Agent
I:	<input checked="" type="checkbox"/> have/haven't been in debt to any other Landlord/Agent

LIST ALL OTHER OCCUPANTS NAME & DATE OF BIRTH INCLUDING OTHER APPLICANTS:

Please Note: It is our policy that all persons over the age of 18 must complete an applicant.

PETS: A separate Pet Application form must also be completed

Please note all pets proposed to be residing at this property – type of pet and pets name.

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VEHICLES & BOATS:

Please complete all proposed vehicles & boats (and their registration number) that will be residing at property

PERSONAL REFEREES:

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

BUSINESS REFERENCES:

Name:		Phone:
Business:		Mobile:
Name:		Phone:
Business:		Mobile:

APPLICANTS INFORMATION

SURNAME:			
FIRST AND OTHER NAMES:			
Current Address:			
Current Home Phone Number:	Mobile Number:		
e-mail address:			
Current Landlord/ Agent:			
Landlord/Agents Phone Number:	Fax:		
Period of Occupancy:	Reason for Leaving:		
Previous Address:			
Previous Landlord/ Agent:			
Landlord/Agents Phone Number:	Fax:		
Period of Occupancy:			
Previous Address:			
Previous Landlord/ Agent:			
Landlord/Agents Phone Number:	Fax:		
Period of Occupancy:			
Date of Birth:	Passport Number:		
Drivers License or 18+ Card Number:	Student Number: Centrelink CRN:		
Employment Status:	<input type="checkbox"/> EMPLOYED FULL TIME <input type="checkbox"/> EMPLOYED PART TIME <input type="checkbox"/> STUDENT <input type="checkbox"/> EMPLOYED CASUAL <input type="checkbox"/> NOT EMPLOYED <input type="checkbox"/> RETIRED		
Occupation:			
Length of Employment or Study:			
Employer / Place of Study:	Phone Number:		
Employer's Address:			
Salary Per Week:	\$	(net)	
Extra income/ Assistance Per Week:	\$	(net)	
(PROOF IS REQUIRED)	TOTAL WEEKLY INCOME \$		(net)
Do you own a mower?	Do you or any occupants smoke?	Do you have a home business?	Do you have a disability?
EMERGENCY CONTACT INFORMATION		Relationship	
Name someone who does not live with you:			
Address:			
Day Time Phone numbers:	After Hours:		
E-mail Address:			
How did you find this property?	<input type="checkbox"/> Rental List <input type="checkbox"/> Internet site www. _____ <input type="checkbox"/> Other (please advise)		

HARCOURTS HERVEY BAY
424 ESPLANADE TORQUAY QLD 4655
PHONE 07 4124 9477 FAX 07 4124 9488

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

Section 458A Residential Tenancies and Rooming Accommodation Act 2008 Residential - Tenancy Databases – are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant. 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. Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator. The database/s we use are:

Barclay MIS Protect & Collect Pty Ltd

Phone: 1300 883 916 Mail: P.O. BOX 553 WYNNUM QLD 4178

TICA Insurances Pty Ltd

Phone: 190 222 0346 Mail: P.O. Box 120 Concord NSW 2137

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address/es.

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.

PAYMENT METHOD

I agree to pay my initial 2 weeks rent and bond in clear funds via cash / bank cheque / money order – no EFTPOS facilities available.

I agree to ensure that once I am in residence my rent is paid on time every time by using one of the following payment methods:

- Direct Debit set up from our personal account to Harcourts Trust Account
- Direct Deposit via internet banking
- Bank Cheque or Money Order accepted at the Harcourts Office

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Harcourts Hervey Bay. I authorise **Harcourts Hervey Bay** 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 **Harcourts Hervey Bay** subscribes.

I authorise **Harcourts Hervey Bay** to refer my name and contact details to an arranger or service provider including trades people (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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name			
Applicant Signature			
Required documents (one from each row)	<input type="checkbox"/> 18+	<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Passport
	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> 3 Recent Pay slips	<input type="checkbox"/> Centerlink Statement
Supporting documents (at least two forms of identification this list)	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Rates / Insurance	<input type="checkbox"/> Medicare / Health
	<input type="checkbox"/> Current Rent Ledger	<input type="checkbox"/> Pet Registration	<input type="checkbox"/> Finance Agreement
OFFICE USE ONLY	<input type="checkbox"/> Car Rego Papers	<input type="checkbox"/> Power / Phone Bill	<input type="checkbox"/> Other – see Agent
APPLICATION & ID RECEIVED BY:	Date:	Time:	

OFFICE USE ONLY -

RENTAL REFERENCE REQUEST:

URGENT ATTENTION: Property Manager

Agency/Lessor Name:

Fax Number:

Our Agency has received an Application for Tenancy of a rental Property. The Applicant has provided your details as the current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the Tenancy.

✓ A Copy of the Applicant's signed Privacy Consent is attached.

AGENCY/LESSOR: PLEASE COMPLETE THE DETAILS BELOW AND RETURN THE FORM TO OUR AGENCY WITH A TENANT LEDGER TODAY- FAX: 07 4124 9488 or EMAIL: herveybay@harcourts.com.au.

Tenant Name			
Property Rented			
QUESTIONS		ANSWERS	
Period of Time Rented Through Agent	From	To	
Rent Amount Paid Per Week	\$ per week/calendar month		
Was the Tenant listed as a Lessee?	YES	NO	
Did your Agency terminate the tenancy?	YES	NO	
During the Tenancy, was Tenant ever in arrears?	YES	NO	
Did the Tenant receive any Form 11's?	YES	NO	
If Yes	Number of NTR's		
Reason/s			
Were periodic inspections conducted during the tenancy?	YES	NO	
Condition of property at periodic inspection: Poor / Satisfactory / Good / Excellent	Any damages noted?	YES	NO
Were Pets kept on the premises without permission?	YES	NO	
Any damages/problems due to Pets?	YES	NO	
Did the Tenant leave the property clean and tidy?	YES	NO	
Was the Bond Refunded in full?	YES	NO	
If NO – Reason/s Bond was not refunded in full.			
Were the Tenant/s: Pleasant / Co-operative / Reasonable / Un Co-operative / Rude/Aggressive to Staff			
Would you/your Agency rent to this person again?	YES	NO	
Comments:			

PLEASE ATTACH A COPY OF THE TENANT LEDGER WITH THIS REFERENCE

Thanks for your assistance
HARCOURTS HERVEY BAY

PROPERTY MANAGEMENT

APPLICANT: PLEASE COMPLETE PAGES 1,2,3 & 4 ONLY AND RETURN TODAY TO HARCOURTS