

Tenant Application and Information Statement

Thank you in advance for applying to rent through Harcourts Pinnacle. Please complete the form in full and ensure all declarations are read and signed accordingly. You may either return the completed form in person, via fax or email to our office along with your identification requirements. Applications will not be processed unless ALL information required is supplied. A fully completed application form is required for ALL lease holders and approved occupants.

To ensure your application is processed in a timely manner, please direct your application to your leasing consultant

rentals.pinnacle2@harcourts.com.au

THIS APPLICATION MUST BE RETURNED TO THE OFFICE EITHER BY EMAIL, FAX OR IN PERSON BY NO LATER THAN 10AM THE FOLLOWING BUSINESS DAY AFTER VIEWING THE PROPERTY

Processing: We aim to process your application within 24 hours. This is dependent on information supplied by you, and you're ability to contact your current agent and references.

Disclaimer/Authority: We need to acquire information about you and your history in order for us to process your application. Please be sure to fill in and sign the disclaimer and authority over page giving us permission to collect and use personal data about you.

Security once Approved: Once your application has been approved we require two (2) weeks rent with 24 hours non-refundable and all applicants will be required to come to the office to sign the lease documents. The property will remain available until this money is received and the General Tenancy Agreement is signed by all parties.

Signing the Lease and Collecting the Keys: The bond which is equivalent to four (4) x the weekly rent is payable prior to collecting the keys. Access to the property will not be granted until all monies are received by our office.

Rental Payments: It is a policy of Harcourts Pinnacle that your rent is paid two (2) weeks in advance at all times. All rent payments must be made using the Macquarie DEFT payment system. Our office does not accept cash.

We recommend that to assist in ensuring the processing of your application that you request from your previous agent (or property owner):

- A copy of your ledger

- A letter recommending you as a tenant including dates of your lease, weekly rent paid, details of inspections whilst a tenant and a contact name for Harcourts to confirm details with

If you have rented several properties over the past three years, we require information from all past agents or property owners if privately leased.

Application for Property Address: _____

Weekly Rent \$ _____ Bond \$ _____ Lease Commencement Date: _____

Lease Term: _____ Number of applicants: _____ Number of Occupants: _____

Privacy Disclosure Statement of Harcourts Pinnacle of Shop 9/1344 Gympie Rd, Aspley, QLD, 4034

We are an independently owned and operated business. This statement provides you with information about how we handle and gain access to your personal information. We are bound by the National Privacy Principles in the Privacy Act 1988. This also seeks your consent to disclose to Tenancy Information Centre of Australia Pty Ltd (TICA) and VEDA National Tenancy Database specified circumstances about your tenancy history and gain information from your current property manager, referees and other references.

As a professional asset and property management company we collect personal information about you. The information we collect is used for the purposes of assessing your application for residential tenancy and is used for:

Primary Purposes:

1. For approval/rejection of your tenancy application by the lessor or related parties
2. TICA assess the risk of my application and verify detail provided in this application
3. VEDA National Tenancy Database to assess the risk of my application and verify detail provided in this application
4. Referees as supplied by you to verify information supplied by you in your application
5. Other Real Estate agencies as provided by you in your application
6. Harcourts Connect for arranging connection of utilities

Secondary Purposes:

1. Trades people who may need to contact you in case of an emergency or scheduled maintenance
2. Refer to tribunals or courts having jurisdiction seeking orders or remedies
3. Referral to a debt collection agency where court orders have been issued
4. Referral to TICA to record details about your tenancy history
5. Referral to VEDA to record details about your tenancy history
6. To provide future rental references to other lessors/agents

If you fail to provide the required personal information as requested or do not give us authorisation to gain and use the information as stated above we cannot properly assess your application for residential tenancy. Consequently we are unable to provide you with the opportunity to rent the abovementioned property.

Privacy Consent and Authorisation to Collect Information

I the applicant acknowledge that I have read the privacy disclosure statement of Harcourts Pinnacle. I hereby authorise Harcourts Pinnacle to collect information about me from:

1. My previous property manager and/or lessor
2. My personal references and all other referees as supplied on this application
3. Any tenancy databases namely TICA and VEDA which may contain personal information about me. I/we also authorise Harcourts Pinnacle to disclose detail about my tenancy and related defaults by me under the 18a which this application relates to.
4. State law enforcement authorities, in the instance that a landlord requests a police criminal record check.

I authorise Harcourts Pinnacle to refer my name on to any relevant trade's people to arrange repairs or maintenance, valuers, secondary agents, the lessor, database operators, other property managers, body corporate office, insurance companies, financial service providers, Harcourts Connect and authorities as required by law namely state policing authorities.

I agree that I may be contacted electronically or via SMS by Harcourts Pinnacle or related parties.

APPLICANT TO SIGN AND COMPLETE FOR AUTHORISATION TO COLLECT AND USE PERSONAL DATA

Applicant full name: _____
Primary Contact Number: _____ DOB: _____
Current Address: _____
Date: _____ Time: _____ Signature: _____

PROPERTY ADDRESS: _____	
PERSONAL DETAILS	
Surname: _____	Given Names: _____ DOB __/__/__
Phone: _____ Work: _____	Mobile: _____ Fax: _____
Work email: _____	Private email: _____
Have you been known by any other name?	Yes/No
If yes, what other name have you been known by? _____	
Drivers Licence No: _____	State: _____ Passport: _____ Country _____
ADDRESS DETAILS	
Present address: _____	Own/ Rent/Sold Weekly rent: _____
Name of Agent/Owner: _____	Phone: _____ Fax: _____
Address of Agent/Owner: _____	Property Manager Email: _____
Period of Occupancy: _____	Reason for leaving: _____
Previous address: _____	Own/ Rent/Sold Weekly rent: _____
Name of Agent/Owner: _____	Phone: _____ Fax: _____
Address of Agent/Owner: _____	Property Manager Email: _____
Period of Occupancy: _____	Reason for leaving: _____
VEHICLE DETAILS	
Make of vehicle: _____	Vehicle Model: _____ Registration: _____
How many vehicles will be housed at the property including your own? _____	
DEPENDANTS	
Do you have any dependants?	Yes/No If so, how many _____
Name of dependants other than applicant/s who will be residing at the property:	
Name: _____	Age: __ DOB __/__/__ Relationship to applicant _____
Name: _____	Age: __ DOB __/__/__ Relationship to applicant _____
Name: _____	Age: __ DOB __/__/__ Relationship to applicant _____
Name: _____	Age: __ DOB __/__/__ Relationship to applicant _____
IF STUDENT	
If you are a student, what University, Tafe or School do you attend? _____	
Student Identification Number: _____	Are you an overseas student? Yes/No
Visa Expiry Date: _____	Who is responsible for your rental payments? _____
If person other than you is responsible for your rental payments please provide full details: _____	
PET DETAILS	
How many pets do you have? _____	What type of pet do you have _____
What is the breed of your pet/s? _____	What is the age of your pet? _____
Have you ever leased a property with your pet before?	Yes/No If yes, which property? _____
Is the pet/s registered with the local council? Yes/No	If yes, which council? _____
Please supply a copy of the Council Certificate. Do you have a reference for your pet? Yes/No If yes, please supply _____	

WORK/EMPLOYMENT HISTORY

Current Occupation: _____ Weekly Salary: _____ Period of Employment _____

Current Employer: _____ Phone: _____ Fax: _____

Payroll Contact: _____ Payroll Email Address: _____

Mobile phone numbers for employers will not be accepted

Employer's address: _____ Fulltime/Casual/Parttime/Centrelink/Contract/ _____

*** Please attach 2 Recent Payslips**

Previous Employment:

Occupation: _____ Weekly Salary: _____ Period of Employment _____

Address of Business: _____ Postal Address: _____

Accountant's Name: _____ Accountant's phone: _____

*** Please attach past 3 month's bank statements and letter from Accountant.**

PERSONAL REFERENCES

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

NAME/S OF PERSONS OTHER THAN APPLICANTS WISHING TO OCCUPY THE PREMISES

Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____

Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____

Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____

Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____

NAMES OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

TICA & OTHER RELEVANT TENANT DATA BASES – TENANCY HISTORY CHECK

- 1.a) has any lessor or agent ever evicted you? Yes/No Details: _____
- b) Has any lessor or agent ever refused you another property? Yes/No Details: _____
- c) Are you in debt to another lessor or agent? Yes/No Details: _____
- d) Is there any reason that would affect your capacity to pay rent? Yes/No Details: _____
- e) Were any deductions made from your rental bond at your last address?
Yes/No Details: _____
- f) Have any deductions made from your previous rental properties? Yes/No Details including the address of the property: _____

Before any application will be considered, each applicant must achieve a minimum of 100 check points

Passport and/or Photo ID issued by government e.g. Driver's Licence	40 points
Document showing proof of identification with your name and address e.g car registration, rates notice, electricity account, telephone account, gas account	25 points

IMPORTANT: THE FOLLOWING ITEMS MUST ACCOMPANY EACH APPLICATION EVEN IF 100 POINTS HAS BEEN REACHED

1. Photo ID
2. Document from either Government/Bank/Utility Provider showing your name and address
3. 2 Recent pay slips

DISCLAIMER

I/We, the said applicant/s, to solemnly and sincerely declare:-

1. The information contained in this application is true and correct and that all of the information was given of my/our own free will.
2. I/We have inspected the property named in this application
3. I/We are over 18 years of age and am not a bankrupt and am eligible to enter into this agreement
4. I/We have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB: If not, please contact Harcourts Pinnacle ASAP.
5. I/We acknowledge that it is a policy of the agency not to accept Bond Loans and I am bound to pay the bond in full into the Agency Trust Account prior to the commencement of my lease.
6. I/We have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I/we authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me/us.
8. I/We have been informed, understand, and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
9. I/we have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

Applicant Signature _____ Date _____

Tick this box if you want Harcourts Connect to contact you. They can arrange all your connections e.g. electricity, gas, internet, removalists, foxtel etc. In one phone call you tell them what you want connected and they contact all the suppliers and make it happen! - Best of all: This service is FREE