

WELCOME TO HARCOURTS

TENANCY APPLICATION INFORMATION

Applications will not be processed unless all information is supplied. **Each application must complete a separate application.**

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed unless all documents required are provided.

IDENTIFICATION CHECK

You must provide 100 points of identification with your application. Note: at least one form of photo identification must be provided.

POINTS	DESCRIPTION
40	drivers licence, passport, birth certificate
30	18+ card, other photo ID
20	previous four rent receipts, recent pay advice
10	vehicle registration certificate, utility accounts, rates notice, health care card, pension card.

PROOF OF INCOME

You will be required to submit proof of your income with your application. Your application will not be processed unless this is provided:

- Last 3 pay slips (if employed)
- Bank statements / tax return / accountant letter (if self-employed)
- Centrelink letter / statement (if not employed)

CONNECTION OF UTILITIES

It is the tenant's responsibility to connect all utilities and to arrange disconnection upon vacating. All costs in relation to the connection of utilities are the tenants responsibility unless otherwise stated in the terms of the General Tenancy Agreement.

PAYMENT OF RENT & BOND

Bond Loans from the Department of Housing will be considered at the discretion of the Lessor. This office does not accept bond transfers.

Bond may be paid by way of money order, bank cheque or direct debit only. If your application is successful, payment of rent can be made by way of direct debit, bank cheque or money order only. **We do not accept cash.**

APPLICANT CHECKLIST

Before you submit your application, check you have:

- Attached photocopies of the required supporting documents;
- Inspected the property;
- Completed the application form including privacy statement, privacy consent & marketing consent.

IMPORTANT NOTE

If your application is approved, within 24 hours the General Tenancy Agreement is to be signed by all approved lease holders and an amount equivalent to four (4) weeks rent is to be paid by money order, bank cheque or direct debit.

APPLICANT ACKNOWLEDGEMENT

Signature _____

Name _____

Date _____

APPLICANT DETAILS			
Full name			
Date of birth		Phone No.	
Email address		Mobile No.	
Are you an Australian Citizen?		Visa expiry (please attach)	
Number of dependents		Age/s	
Number of Applicants			

PROPERTY DETAILS			
Date of application			
Property being applied for			
Term of lease	6 months	12 months	other
Weekly rent		Start date	
How did you find out about this property?			

Current Address			
Current address			
Rent per week		Time at address	
Reason for leaving			
Do you own or rent?			
Agent / Lessor name			
Agent / Lessor contact details			

Previous Address			
Address			
Rent per week		Time at address	
Reason for leaving			
Do you own or rent?			
Agent / Lessor name			
Agent / Lessor contact details			

Previous Address			
Address			
Rent per week	\$	Time at address	
Reason for leaving			
Do you own or rent?			
Agent / Lessor name			
Agent / Lessor contact details			

Current Employment			
Are you currently employed			
Position		Length of employment	
Type of employment	Full-time Casual Part-time		
Name of employer			
Contact Name & Phone No.			
Weekly income	\$		

Previous Employment (if current employment period is less than 12 months)			
Position			
Weekly income	\$	Length of employment	
Type of employment	Full-time Casual Part-time		
Name of employer			
Contact name & phone no.			

If Self Employed			
Company			
ABN Number		Nature of business	
Period self employed			
Annual Income	\$	(attach income statement)	
Accountant			
Creditor referee & contact no.			
Creditor referee & contact no			

Other Income	
Student - name of University or College - Insert area of study	\$
Pension Unemployment benefit	\$
Other type of income (eg. Investments)	\$

Pets			
Type of Pets			
No. of Pets		Breed of Pet	

Vehicles			
Make & model		Reg number	
Make & model		Reg number	

Nearest Relative Contact			
Name		Phone number	
Name		Phone number	

Personal References (excluding relatives)			
Name		Phone number	
Name		Phone number	

Declarations

- Have you ever been evicted by any Lessor or Agent? Yes or No
- Are you in debt to another Lessor or Agent? Yes or No
- Is there any reason known to you that would affect your ability to pay rent when due? Yes or No
- Was your bond at your last address refunded in full? Yes or No
- Was the property in a satisfactory condition when you inspected it? If not, list requests. Yes or No
- I acknowledge that my personal contents insurance is not under any Lessor insurance policy/s and understand that it is my responsibility to insure my own belongings. **Yes** or 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 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 four (4) weeks rent as Bond. The tenant is then bound to the Terms of Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for refund of the Bond will be taken by the Agent for monies owned for rent until a replacement tenant is secured.

Pre-moving costs as itemised below are to be paid by **BANK CHEQUE, MONEY ORDER OR DIRECT DEPOSIT** made payable to **Laoa Property Trust Account**.

Rent – first two weeks	2 x \$	\$	Must be paid before lease commences
Bond – four times weekly rent	4 x \$	\$	Full bond must be paid within 24 hours of application approval.
TOTAL PRE-MOVING IN COST		\$	Total to be paid before lease commences.

Applicant Name	
Applicant Signature	
Date	

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 Agency collects from other sources is necessary for Harcourts Yeppoon to verify your identify, 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 yhour 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. 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 & Collection Notice of Harcourts Yeppoon. I authorise Harcourts Yeppoon 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 Database to which Harcourts Yeppoon subscribes. I can refer to their Privacy Disclosure Statement via www.tica.com.au. I authorise Harcourts Yeppoon 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.

MARKETING CONSENT

I understand that Harcourts Yeppoon may need to contact me about property related information eg. Properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Harcourts Yeppoon to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

ELECTRONIC TRANSMISSION

It is agreed and 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

Application Name	
Applicant Signature	
Date	