

RESIDENTIAL TENANCY APPLICATION FORM



Proposed Property Address: _____

Rent P/W \$ _____

Length of Tenancy: 3 Months 6 Months 12 Months Other _____

Commencement Date: _____

First Name: _____ **Middle Name:** _____

Family/Last Name: _____ **Previous Last Name (if applicable):** _____

Date of Birth: / / **Marital Status:** _____ **18+ Card No:** _____

Drivers Licence No: _____ **State:** _____ **Vehicle Rego No:** _____ **State:** _____

Car Bike Make, Model and Colour: _____

Current Address: _____

Home Phone Number: _____ **Work Phone Number:** _____

Mobile Number: _____ **Email Address:** _____

Occupation: _____ **Medicare Card Number:** _____

Passport Number : _____

Are you or any of the dependents residing with you, smokers? Yes No

Is the address noted on your licence the same as your current address? Yes No

The Properties managed by this Office may be protected by the Barclay MIS Protect & Collect Plan.

Before any application will be considered, you must achieve a minimum of 100 points!

TYPE OF ID	Number of Points	Copy Attached
Copy of Rates Notice (if previously owned property)	50	<input type="checkbox"/> Points Value
Rent Ledger from current managing agent	50	<input type="checkbox"/> Points Value
Passport	50	<input type="checkbox"/> Points Value
Drivers Licence	50	<input type="checkbox"/> Points Value
Photo ID (18+ Card)	50	<input type="checkbox"/> Points Value
Birth Certificate	50	<input type="checkbox"/> Points Value
Current car/bike registration papers	10	<input type="checkbox"/> Points Value
Copy of phone, electricity, gas accounts	10 each	<input type="checkbox"/> Points Value
Medicare card, pension card, bank statement	10 each	<input type="checkbox"/> Points Value
Proof of Income – if employed, last 2 payslips If self-employed, bank statements, accountant details, tax return for previous year		<input type="checkbox"/> Relevant copies of documentation attached

Employment Details

If you are employed, are you: Full Time Part Time Casual Contract

Company Name: _____ Contact Person: _____

Address: _____ Phone Number: _____

Mobile Number: _____ Email Address: _____

How long have you worked there? _____ Net Weekly Income (ex over time): \$ _____

If employed less than 6 months, previous employer: _____

Address: _____ Phone Number: _____

Length of employment: _____ Position held: _____

If you are self-employed:

Registered name of Business: _____ ABN: _____

Address: _____

Type of Business: _____

Phone Number : _____ Personal Net Income p/week: \$ _____

Name of Accountant: _____ Phone Number: _____

Length of time in business: _____ Name of major creditor: _____

If you are a student, are you: Full Time Part Time

Are you an overseas student: Yes No If yes, visa expiry date: ____/____/____

Name of learning institution: _____ Department : _____

Student union number: _____ Student ID number: _____

Income source: _____ Contact: _____ Net weekly income: _____

If you receive a Centrelink payment, total amount received weekly: \$ _____

Type of payment: _____ CRN Number: _____

Your Rental History

Current Agent/Landlord: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Address of rented property: _____ Rent per week: _____

Period of tenancy: _____ Date vacated: _____

Reason for leaving: _____

Was Bond refunded in full: Yes No If no, why? _____

Previous Agent/Landlord: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Address of rented property: _____ Rent per week: _____

Period of tenancy: _____ Date vacated: _____

Reason for leaving: _____

Was Bond refunded in full: Yes No If no, why? _____

Emergency Contact (not residing with you)

Name: _____ Relationship: _____

Address: _____ Phone Number : _____

Email Address: _____ Fax Number: _____

References

Please complete all 5 references requested below, do not use the same contact twice and do not use the same person who is listed as your emergency contact. Your 5 references should include a parent/guardian, family members not living with you, personal friends (must be Australian residents) and if self-employed please list at least one established trade or business reference.

1. Name: _____ Relationship: _____
Address: _____ Known for: _____ (years/months)
Home phone: _____ Mobile: _____
Email: _____

2. Name: _____ Relationship: _____
Address: _____ Known for: _____ (years/months)
Home phone: _____ Mobile: _____
Email: _____

3. Name: _____ Relationship: _____
Address: _____ Known for: _____ (years/months)
Home phone: _____ Mobile: _____
Email: _____

4. Name: _____ Relationship: _____
Address: _____ Known for: _____ (years/months)
Home phone: _____ Mobile: _____
Email: _____

5. Name: _____ Relationship: _____
Address: _____ Known for: _____ (years/months)
Home phone: _____ Mobile: _____
Email: _____

Will Dependants reside at the property? Yes No IF yes, how many? _____

Please list their names and ages: _____

Will there be any other persons living at the property? Yes No

If yes, who? _____

Have they completed a Tenancy Application Form? Yes No

If no, why? _____

Do you have pets? Yes No If yes, how many? _____

Please list type and breed: _____

Is your pet registered? Yes No If yes, registration number: _____

Do you own a lawn mower? Yes No Do you own a vacuum cleaner? Yes No

If no, how do you intend to care for the lawns and the property?

Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement. I further declare that I have inspected the property located at:

Yes No

1. I have, of my own accord, decided that I wish to rent the aforementioned property commencing / / for a period of _____ months / year.
2. I have been informed, understand and agree that the rental for the said property is to be \$ _____ per week and is within my means.
3. (i) I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be paid by the due date at all times.

(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a Periodic basis and I further warrant that I will cooperate fully to allow this inspection to be carried out.
4. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
5. I have been informed, understand and agree that should the landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Tenancy Agreement (including but not limited to : evictions, payment of rent, maintenance of the premises, making good any damage to the premises), that all and any such moneys expended by the landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc..
6. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
 - a. Listing my name with a database as a result of a tribunal order
 - b. Enforcing a tribunal order
 - c. Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
7. I have been informed and understand that this property may be covered by the Barclay MIS Protect & Collect Plan and in this case, I further consent to the agent supplying my personal information to Barclay MIS Protect & Collect Pty Ltd.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
9. You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.
10. The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

11. If you enter into the lease or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents. If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent. You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process the Application for Tenancy.
12. I have been informed, understand and acknowledge that the agent may contact me via email.

Written Notice about Use of Tenancy Databases

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.

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 Telephone:
1300 883 916
(Tenant Enquiries see contact details below)
P.O. BOX 553 WYNNUM QLD 4178
Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

TICA
P.O. Box 120 Concord NSW 2137
190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

Applicants Full Name: _____

Applicants Signature: _____

Rental Reference Check

In accordance with the privacy act, I the undersigned authorise the recipient of this fax to give information to First National Real Estate Chinchilla, regarding my rental history.

I further understand this information may be used to assess my application for tenancy.

First National Real Estate Chinchilla Office Contact

Fax: 07 4669 1944

Ph: 07 4669 1966

Email: office@chinchillafn.com.au

Please complete the information below and return with your tenancy application form:-

Applicants Name: _____

Property Applied For: _____

Current Address: _____

Period of Tenancy: _____ Rent Paid Per Week: _____ No. of Occupants: _____

Current /Previous Agent/Landlord: _____

Agent/Landlord Phone _____ Agent/Landlord Fax: _____

Managing Agent Email Address: _____

Contact: _____

Signature: _____ Date: _____

In order for us to process your application, we will fax this form to your current managing agent/ landlord to obtain a reference check.

Please DO NOT complete the section below, this will be completed by your current managing agent / landlord.

Dear agent/landlord, please complete the form below and return to our office via email or fax together with a copy of the rent ledger. Thank-you in advance for your assistance.

Name & Position of person completing this form: _____

Length Of Tenancy: _____ Rent per week:\$ _____ Bond Held: \$ _____

Was rent paid on time: Yes No If no, do you know why? _____

Were inspections carried out: Yes No Details: _____

Were there any problems gaining access: Yes No Details: _____

Results of inspections: _____

Were lawns and gardens maintained: _____

Did the tenant have pets: Yes No If yes, type/number: _____

Any damage caused by pets: _____

Were the tenants considerate of neighbours: _____

Were any breach notices issued: Yes No Reason : _____

Reason for leaving (if known): _____

Was the bond refunded in full: Yes No Reason: _____

Would you rent to this tenant again: Yes No Reason: _____

Agent Name and Signature: _____

Date: _____

Privacy Statement

First National Real Estate Chinchilla ACN 159 380 337 (“First National”, “us” or “we”) is subject to the Privacy Act 1988 (Cth) including the Australian Privacy Principles (APP). We respect the privacy of your personal information and treat it in accordance with this statement.

If you have any concerns or would like to access your personal information that we hold, please contact;

First National Real Estate Chinchilla
69 Heeney Street / PO Box 417
CHINCHILLA QLD 4413
Phone: 07 4669 1966 / Fax: 07 4669 1944
Email: office@chinchillafn.com.au

Collection of your personal information:

We do not collect personal information unless it is necessary for us to carry out our functions or activities and to provide assistance to our members.

Each time you contact us, you may provide us with personal information about yourself or others that we need to use to provide you with our services. This includes personal information that we collect when you complete forms, applications or surveys, when you participate in forums on our web site or when you otherwise specifically provide us with your personal information. We will only use or disclose your personal information for the primary purpose of our business or purposes related to our business activities such as marketing.

You may provide personal information to us to receive information about products or services offered through this website, to purchase such products and services, to receive newsletters or become involved in promotions or other initiatives commenced by us. This personal information may include details such as your name, age, gender, contact information, products and services you are interested in or require more information about. If you purchase or request products and services from us we may also request your preferences for receiving further marketing or promotional material.

We require some of this information to provide services to you, as indicated by mandatory fields on some forms. For non-mandatory fields, the choice of how much information you provide to us is yours. We seek this information to process your request for information and provide that information to you, to improve the quality of our products and services and to assist you to determine which products and services best meet your needs.

We may also collect and store information about your visit to this website, including:

The name of the domain from which you accessed the internet;
The date and time you accessed the website;
The internet address of the website from which you linked directly to the website; and
The pages you accessed while visiting the website

This information does not in itself identify individuals and is used to measure the number of visitors to the website and how it was navigated. This information assists us to make the website more useful to you.

We also collect information from subscribers (persons registering their details with us through the website) or website visitors for the purpose of improving our quality and effectiveness and to provide you with information. We welcome feedback from you about all aspects of this website. We store feedback that users send to us. This feedback is used to administer and refine our service. We may also use the information to improve or promote this site. We will not publish your name in connection with any information you provide without your permission.

If you do not provide us with your personal information, some enhanced services, like the right to access our property guides, will be unavailable to you. If you do provide us with your personal information, we will protect it in accordance with the Australian Privacy Principles.

How we use your personal information:

We may use your personal information to deliver services you have requested (for example, responding to an inquiry for information concerning a property).

We may also use your personal information to send you periodic mailings containing information on new services and upcoming events which may interest you. If at any stage you decide that you do not wish to receive such material, please let us know by following the Opt-Out procedure below and we will ensure that your name is removed from our contact list.

When we may disclose your personal information:

In order to deliver our services to you, we disclose your personal information to the relevant business partner who is best positioned to assist with your particular request. In doing so, we authorise these members to use your personal information in the ways described above. These members will handle your personal information in accordance with the Privacy Statements accessible through their websites. Other than as stated in this Statement, we do not rent, sell or otherwise disclose your personal information to non-member companies or organisations without your prior consent.

Opt-Out procedure:

In each direct marketing or promotional communication with you, we will advise you how to notify us if you do not wish to receive any further communications from us. If our correspondence is in the form of an e-mail, we will attach simple instructions on how you can unsubscribe from our mailing list. In any event you can opt- out from receiving marketing or promotional material from us by e-mailing us at office@chinchillafn.com.au or by contacting us by mail or telephone and asking to be removed from our mailing list.

You should note that by opting out of our mailing list, you will not automatically be removed from the mailing lists of our members or business partners to whom we have forwarded your personal information because we do not have control over those mailing lists.

If you no longer wish to receive material from the relevant First National member or business partner to whom we have forwarded your personal information, please follow their own Opt-Out procedure as described on their website or in their marketing material.

Access to your personal information:

You can find out what personal information we have about you, and amend or update your personal information, by e-mailing us at office@chinchillafn.com.au or by telephoning us (contact details are provided at the beginning of this Statement).

Security:

We use all reasonable efforts to keep your personal information secure, accurate and up-to-date. Your personal information is accessible only by password access.

You can assist us to keep your personal information secure by ensuring that any username or password provided to you is kept confidential.

Disclaimer of responsibility for third party sites:

Our web site may contain links to other web sites including the web sites of First National members. We are not responsible for the content on those other web sites or their privacy practices.

How we may change this statement:

We reserve the right to amend or update this Statement so long as no change or amendment has a retrospective detrimental effect to your privacy rights. If we do change this Statement, we will post any changes on this page 14 days prior to those changes taking effect.