

TENANT APPLICATION INFORMATION



Agency: Living Here Wilston

Address: 2/70 Kedron Brook Road Wilston QLD 4051

Contact: 07 3352 4533 **Fax:** 07 3356 7906 **Email:** pm.wilston@livinghere.com.au

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed for each adult applicant.
- Only fully completed applications will be processed and this must include copies of supporting documents and 100 points of identification- see below for a list of ID points and photo ID must be included.

APPLICATION PROCESS

- Complete one Application Form per person. Children may be included on a Parent or Guardian’s form.
- Include evidence of your income; eg Pay slip, if self employed- please provide a letter from your accountant to confirm your income. If you receive income assistance, please provide Centrelink/ Scholarship documents or a guarantor’s letter confirming the support.
- Ensure previous rental/ occupancy history has been completed with accurate contact numbers and advise your references that they may be contacted by our agency
- Attach photocopies of documents required to meet 100 points of identification. Please note this Agency cannot provide photocopying services.
- Please be aware Bond Transfers are NOT available.
- If you require assistance to complete the form, please ask, as we are here to help.

AGENCY PROCESS

We will process your application within 2 business days and advise you of the outcome of your application. This may take longer if your referee’s are difficult to contact. So please prepare them for our call.

Information verification by our agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Lessor and personal referees.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

IF APPROVED

If your Application is accepted by the Lessor, within 24 hours of receiving notification of acceptance you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and all accepted lease persons must sign the General Tenancy Agreement.

Rent payment method options

Cash, Direct Deposit or Cheque are accepted as rent payment methods.

100 POINTS – OPTION LIST					
<input type="checkbox"/> Drivers Licence	40 points	<input type="checkbox"/> Other Photo ID	30 points	<input type="checkbox"/> Current vehicle registration	10 points
<input type="checkbox"/> Passport	40 points	<input type="checkbox"/> Recent Wage Advice	30 points	<input type="checkbox"/> Bank/Credit Card Statement	10 points
<input type="checkbox"/> Birth Certificate	40 points	<input type="checkbox"/> Previous Tenancy History-Ledger	30 points	<input type="checkbox"/> Telephone/Electricity/Gas Acct	10 points
<input type="checkbox"/> 18+ Card	30 points	<input type="checkbox"/> Previous four rent receipts	20 points	<input type="checkbox"/> Pension/Health Care Card	10 points

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID

- Inspected the Property both internally and externally

- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP

- Completed the Application form fully with details in every box

Tenancy Application Form



Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. AGENCY DETAILS

Living Here Wilston

Address: 2/70 Kedron Brook Road, Wilston QLD 4051

Phone: (07) 3352 4533

Fax: (07) 3356 7906

Email: pm.wilston@livinghere.com.au

Website: www.livingherewilston.com.au

Property Manager

B. PROPERTY DETAILS

1. Address of Property:

2. Lease Commencement Date:

 Day Month Year

3. Lease Term:

 Years Months

4. How many tenants will occupy the property?:

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

8. How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity
Gas
Phone
Internet
Pay TV
Cleaners
Insurance
Removalist
Truck or van hire



MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises, have viewed the Residential Tenancy Agreement for the property and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/ agent's phone/ fax no.

Weekly Rent Paid

	\$
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12. What was your previous residential address?

13. How long did you live at this address?

Years	Months
-------	--------

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/ agent's phone/ fax no.

Weekly Rent Paid

	\$
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Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

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Length of employment

Net Income

Years	Months	\$
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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H. CONTACTS/ REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/ s

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Relationship to you

Phone no.

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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/ s

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Relationship to you

Phone no.

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2. Surname

Given name/ s

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Relationship to you

Phone no.

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I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS

Property Rental

\$	per week OR	\$	per month
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Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Sub Total

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. 100 Points of ID Required

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

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