

# TENANCY APPLICATION

PROPERTY APPLING FOR: \_\_\_\_\_

<b>AGENCY NAME</b>	<b>SMITH &amp; ELLIOTT REAL ESTATE</b>	
<b>ADDRESS</b>	<b>115 STANLEY STREET, TOWNSVILLE</b>	
<b>PHONE</b>	<b>07 4758 5555</b>	
<b>FAX</b>	<b>07 4758 5595</b>	
<b>EMAIL</b>	<b>reception@smithandelliott.com.au</b>	

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 per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the list of accepted documents and point value of each found on page 3. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person. Application must also include a copy of your most recent two payslips as proof of income.
- If you would like to keep pets on the premises, please ensure you have attached a pet application form for approval by the owner.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

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

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

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- Inspected the Property both internally and externally OR  Applying for Property site unseen

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

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- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

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- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Proof of income provided – pay slips, letter of offer, centrelink statement		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name	Phone		

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

- Sign    Newspaper    Agency contact    Website: www.    Referral    Other Agent  
 Other:

### Applicant's Full Name and Current Address

Name Address

### Personal Details

Date of Birth

Drivers Licence No. Expiry Passport No Expiry Date

### Applicant's Contact Details

Home Mobile Email

### Australian Citizen

- Yes    No: Refer to copies of Passport and Visa attached   Visa Expiry Date

### Current Tenancy Details

Rent per week \$ Period of occupancy Years Months

Agent/Landlord Business Fax

Do you expect the Bond to be refunded in full    Yes    No   Why:

### Previous Address

Address

Rent per week \$ Period of occupancy Years Months

Agent/Landlord Business Fax

### Employment

Current Employer

- Full Time    Part Time    Casual    Contract

Your Position Length of Employment Months Years

Payroll / Manager's Name Fax Business

Total Annual Income (as declared to Australian Taxation Office)\$ Pay day is of each: week / fortnight / month (circle frequency)

### If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Months Industry/ Nature of Business

Total Annual Income (as declared to Australian Taxation Office)\$ Attach income statement by Accountant or ATO Return

Accountant Details Business

Creditor Referee Business

Creditor Referee Business



**Declarations – Applicant to Complete and Provide Details as Required**

- Have you ever been evicted by any Lessor or Agent?  No  Yes:
- Are you in debt to another Lessor or Agent?  No  Yes:
- Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:
- Was your Bond at your last address refunded in full?  Yes  No:
- Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  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 apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_. I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

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 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to SMITH & ELLIOTT REAL ESTATE.**

<b>ITEM</b>	<b>CALCULATION</b>	<b>PAYABLE</b>	<b>IMPORTANT NOTES</b>
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	<i>Must be paid BEFORE lease commences</i>
<b>Bond</b> – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	<i>Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval</i>
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<i>Total to be paid BEFORE lease commences</i>

**APPLICANT’S SIGNATURE**

**Date**

**Date**

**SMITH & ELLIOTT REAL ESTATE**  
**115 STANLEY STREET, TOWNSVILLE**  
**PHONE: 07 4758 5555**  
**FAX: 07 4758 5595**

**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 **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. 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 and Collection Notice of **SMITH & ELLIOTT**. I authorise **SMITH & ELLIOTT** 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 **SMITH & ELLIOTT** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise **SMITH & ELLIOTT REAL ESTATE** 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 the Agency 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 **SMITH & ELLIOTT** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:     Indefinite until advised in writing otherwise     Other -

**ELECTRONIC TRANSMISSION**

It is agreed by ticking this box, 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**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	