



# TENANCY APPLICATION

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Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10

**TOTAL POINTS**

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved an amount equal to 2 weeks rent, be paid by money order, eftpos, credit card or bank cheque within 24 hours of acceptance. The general tenancy agreement is to be signed by all applicants upon meeting our representative at the property to be arranged with property manager. This will be organised when advising application is accepted.

### APPLICATION CHECKLIST

#### Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

#### OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status	Name	Phone	

<b>PROPERTY ADDRESS</b>				
<b>How did you find out about this Property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
<b>Applicant's Full Name and Address</b>	Name			
	Address			
<b>Personal Details</b>	Date of Birth _____ / _____ / _____	Place of Birth		
	Drivers Licence No.	Expiry Date		
	Passport No.	Expiry Date		
<b>Applicant's Contact Details</b>	☎ Home	☎ Business		
	☎ Mobile	Email		
<b>Current Rental Details</b>	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes <input type="checkbox"/> No Why _____	
<b>Previous Address</b>	Address			
	Rent per week \$ _____	Period of occupancy	Months _____ Years _____	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
<b>Employment</b>	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☎ Business	
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
<b>If Self Employed</b>	Company Name		Trading As	
	Address			
	ABN	Industry/ Nature of Business		
	How long have you been self-employed?		Years _____ Months _____	
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Accountant	☎ Business		
	Creditor	☎ Business		
	Creditor	☎ Business		
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
<b>Australian Citizen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry _____ / _____ / _____		

<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises		
	Registration No State	Model	Owned / Hire Purchase
	Registration No State	Model	Owned / Hire Purchase
<b>Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property</b>	<b>Name</b>	<b>Address</b>	<b>Age</b>
<b>Pets</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Type	Breed
	Reg No Council	Reference is attached	Yes <input type="checkbox"/>
<b>Emergency Contact Details of Closest Relatives who will not be Residing with You</b>	Name		Name
	Relationship		Relationship
	Address		Address
	‡ Home		‡ Home
	‡ Work		‡ Work
	‡ Mobile		‡ Mobile
<b>Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.</b>	<b>Name</b>	<b>Occupation</b>	<b>‡ Business Hours Contact</b>

**I confirm the following:**

- |  |                             |                              |               |
|--|-----------------------------|------------------------------|---------------|
|  |                             |                              | <b>Detail</b> |
| 1. Have you ever been evicted by any Lessor or Agent?                                    | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 2. Have you been refused another Property by a Lessor or Agent?                          | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 3. Are you in debt to another Lessor or Agent?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 5. Was your rental bond at your last address refunded in full?                           | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |

**I confirm the following:**

During my inspection of the Property on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I found it to be in a satisfactory condition  Yes  No

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**I understand that if this Application is approved by the Lessor:**

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> <small>NB: If rent is over \$500pw, Bond is specified on rent list</small>	4 x \$	= \$	Full bond of 4 weeks rent must be paid at time of signing of tenancy agreement.

**TOTAL PRE-MOVING IN COST**      \$ \_\_\_\_\_      Must be paid BEFORE lease commences

<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>In Presence of Agency Representative</b>		<b>Date</b>	

**PRIVACY DISCLOSURE STATEMENT OF**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA). You can find out more information about these databases on their websites [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this 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 **That's Property** 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/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **That's Property** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this 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 **That's Property** 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 residential 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, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **That's Property**. I authorise **That's Property** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise **That's Property** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA.

I authorise **That's Property** 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

### MARKETING CONSENT

I, the Applicant 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 **That's Property** 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 - \_\_\_\_\_

#### APPLICANT TO COMPLETE SECTION BELOW

<b>Applicant Name</b>		
<b>Applicant Phone Number/s</b>	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other:
<b>Applicant Signature</b>		
<b>Date</b>		
<b>Time</b>		