

TENANCY APPLICATION

APPLICANTS NAME (as on passport/licence): _____
 PROPERTY: _____
 TENANCY START DATE: _____ PRICE: \$ _____
 TENANCY TERM: 6 Months / 12 Months / Other: _____

KEYS CAN ONLY BE COLLECTED ON THE OPTED START DATE. WE DO NOT HAND OUT KEYS BEFORE THE LEASE START DATE. THIS IS NON NEGOTIABLE.

Please Note: The terms of the General Tenancy Agreement that relate to this agency including any special conditions are available at www.remaxintegrity.com.au or upon request at our office and need to be reviewed prior to lodging an application form.

- Each person who wishes to reside in the property and is over 18 years of age must complete a separate application. The application will not be processed until it is complete and all applicants for the property have submitted applications.
- Each applicant must achieve a minimum of 100 points. If you can't provide documentation equalling 100 points, please contact the property manager.

✓ Proof of Identification (Drivers License/ Passport/ 18+ Card)	40 points
✓ Proof of Income (3 Payslips/ Centrelink Statement)	30 points
✓ Proof of Current Address (Electricity/ Phone/ Gas/ MV Rego)	30 points
✓ Proof of Current Address if you have not rented before (Rates Notice)	30 points
- Once your application has been approved you will be required to pay 4 weeks bond and 2 weeks rent in advance/holding deposit within 48 hours to secure the property. This payment is to be made by BPAY, Bank Cheque, Credit Card (2.5% surcharge), Money Order, EFTPOS or Direct Deposit. **Please note, if you are wanting to move in within a short period of the application, you are required to pay the bond straight away on receipt of approval. If the monies are not received into our Trust Account, keys WILL NOT be handed over. If you have paid the 2 weeks in advance and can no longer take the property, this will be forfeited.**
- This office does not accept full bond transfers and does not transfer Department of Housing Bonds
- RE/MAX Integrity tenants are required to pay rent by one of the following methods; BPAY, Bank Cheque, Credit Card (2.5% surcharge), Money Order, EFTPOS or Direct Deposit. **We do not accept cash or personal cheques.**

CONTACT INFORMATION

(H) _____ (W) _____ (M) _____
 Email: _____

PERSONAL DETAILS

Date of Birth: _____ Driver License No.: _____
 Passport No.: _____ Country: _____
 Car Make/ Model: _____ Rego No.: _____

CURRENT RENTAL DETAILS

Address: _____

Period of Occupancy: _____ Rent per week: \$ _____

Lessor/ Agent: _____

Phone No.: _____ Fax No.: _____

PREVIOUS ADDRESS DETAILS

Address: _____

Period of Occupancy: _____ Rent per week: \$ _____

Lessor/ Agent: _____

Phone No.: _____ Fax No.: _____

PLEASE ADVISE THE FOLLOWINGHas any agent/lessor ever evicted you? **YES / NO**Is there any reason known to you that would affect your ability to pay rent? **YES / NO**Were any deductions made from you last rental bond? **YES / NO**Are you in debt to another lessor or agent? **YES / NO**

If you answered YES to any of the above, please provide details: _____

EMPLOYMENT

Company Name of Employer: _____

Your Position: _____ Net Weekly Income: \$ _____

Length of Employment: _____ Contact Name: _____

Phone No.: _____ Fax No.: _____

IF SELF EMPLOYED

Business Name: _____

Accountant's Name: _____ Phone No.: _____

Address: _____

ACN: _____ ABN: _____ Industry: _____

IF STUDENT/ UNEMPLOYED

Institution: _____ Course: _____

Completion Date: _____ ID No.: _____

☐ Full Time ☐ Part TimeAustudy: ☐ Yes ☐ No

For students or persons not currently working, verification of income source must be provided. Please indicate the documents you have provided to support this application.

☐ Parent/ Guardian ☐ Austudy Documents ☐ Bank Statements
☐ Centrelink Documents ☐ Other _____

REFERENCES (1 Business & 1 Personal – Not Related)

Name: _____ Phone No.: _____ Occupation: _____

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OCCUPANCY DETAILS

Total number of occupants (incl. children) that will reside on the premises: _____

Full Name/s and Ages of adults and children to reside on the premises:

1.: _____ Age: _____ 2: _____ Age: _____

3: _____ Age: _____ 4: _____ Age: _____

PETS - YES / NO

Type/ Breed /Size: _____ Rego Number: _____

Type/ Breed /Size: _____ Rego Number: _____

EMERGENCY CONTACT (Other than Co- Tenant)

Name: _____ Relationship: _____

Address: _____

Phone No: (W): _____ (H) _____

TENANT DECLARATION

I, the applicant declare I have inspected the property, it is to my satisfaction and hereby agree to take a tenancy of such premises for a period of _____ months commencing from ____/____/____ at a weekly rental of \$_____ and that the rent to be paid is within my means. I acknowledge that the Landlords Insurance does not cover my own personal contents insurance, and that it is my responsibility to organise my own.

Upon signing the application, I have read and agree to the General Tenancy Agreement including, notes section on the first application form page, and any special conditions. I have been directed by this agency that the proposed General Tenancy Agreement including any special conditions can be viewed on their website www.remax.com.au or upon request at our office.

Further, upon signing of this application, I agree to sign a Tenancy Agreement forthwith for the premises, pay a rental bond of \$_____ (equivalent to 4 weeks rent).

I do solemnly and sincerely declare that all the information contained in this application is true and correct and has been willingly supplied to assist in the assessment of my application.

[] By ticking this box, I acknowledge that the Landlords Insurance does not cover my own personal contents insurance, and that it is my responsibility to organise my own.

Applicants Signature: _____ **Date:** _____

Privacy Notice and Consent
Remcorp Pty Ltd ATF

Consent

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of **RE/MAX Integrity**, and independent contractors of **RE/MAX Integrity** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with **RE/MAX Integrity**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **RE/MAX Integrity**, **RE/MAX Integrity** may be unable to provide the products or services I have requested.

Signed:

Date:

 / / 2 0

Parent/Guardian Signature
(if under 18 years of age)

Privacy

Remcorp Pty Ltd ACN 010661775 atf... trading as **RE/MAX Integrity** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **RE/MAX Integrity**'s condensed Privacy Notice. **RE/MAX Integrity** also has a full Privacy Policy, which contains information about how you can complain about any breach by **RE/MAX Integrity** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.remaxintegrity.com.au.

Information Collection, Use and Disclosure

During the course of your involvement with **RE/MAX Integrity**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;
- **Bank account details;**
- **Drivers Licence and Passport details**
- **Employment and tenancy histories**

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. We may disclose your personal information to recipients within Australia or to overseas recipients including but not limited to China, South America, Brazil and England. . Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **RE/MAX Integrity** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that RE/MAX Integrity update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



PO Box 420, CLAYFIELD QLD 4011



(07) 3252 2222 or (07) 3262 2299



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