

TENANCY APPLICATION

PROPERTY ADDRESS: _____

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.
- 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, Bank Cheque or Direct Deposit.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required. Refer to the following list of accepted documents. Mandatory documents include a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

<input type="checkbox"/> Driver's License 40 Points	<input type="checkbox"/> Bank Card / Credit Card 40 Points
<input type="checkbox"/> Passport 40 Points	<input type="checkbox"/> Medicare Card 40 Points
<input type="checkbox"/> Birth Certificate 30 Points	<input type="checkbox"/> Pension / Healthcare Card 30 Points
<input type="checkbox"/> Car Registration 15 Points	<input type="checkbox"/> Bank Card / Credit Card Statement 15 Points
<input type="checkbox"/> Rates Notice 15 Points	<input type="checkbox"/> Telephone Account 15 Points
<input type="checkbox"/> Payslip 15 Points	<input type="checkbox"/> Electricity / Gas Account 15 Points



myconnect is a FREE and easy to use utility connection service

Yes, Please Contact Me **Interpreter required**



Phone: 1300 854 478
Fax: 1300 854 479
Email: enquiry@myconnect.com.au
Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:
 Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

How did you find out about this property

Website
 Newspaper
 Agency Contact
 Sign
 Referral
 Other

Applicant's Details

Full Name:		Other Name/s You have been known by:	
Date of Birth:		Place of Birth:	
Drivers Licence No:	Expiry:	Passport No:	Expiry:
Home:	Mob:	Business:	
Email:		Are you a smoker? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Australian Citizen

<input type="checkbox"/> Yes <input type="checkbox"/> No: Refer to copies of Passport & Visa attached	Visa expiry date
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Pets

<input type="checkbox"/> No <input type="checkbox"/> Yes – Number, Type, Breed, Age, Sex:

Current Address: _____

Rent per week:	\$	Period of occupancy:	Years	Months
Agent / Landlord:	Business:	Fax:		
Reason for leaving:				
Do you expect the bond to be refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No – Why:				

Previous Address: _____

Rent per week: \$	Period of occupancy:
Agent / Landlord details:	
Reason for leaving:	

Employment

Current Employer:	Your Position:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	
Length of Employment:	Amount:
Payroll / Manager's Name:	
Self Employed: <input type="checkbox"/> No <input type="checkbox"/> Yes – ABN No:	

Emergency Contact Details of closest relative who will not be residing with you

Name:	Address:
Relationship:	Home Phone:
Work Phone:	Mobile:

Personal Referees who are not relatives

Name	Relationship	Business Hours Contact
1.	Mob:	Work:
2.	Mob:	Work:



LIST PROPERTY
 104 Windmill St Tarragindi QLD 4121
Ph: 07 3124 6014
Fax: 07 3124 6015
 rentals@listproperty.net.au
 www.listproperty.com.au

Declarations – Applicant to complete and provide details as required

- Have you ever been evicted by a 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 satisfactory condition when you inspected it? If not, list requests. Yes No: _____

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 List Property

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

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 office. 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 7 days 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 List Property Tarragindi. I authorise List Property Tarragindi 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 List Property Tarragindi subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

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 List Property Tarragindi 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

Name:	Sign:	Date:	Time:
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