

# APPLICATION FORM

Please be advised that applications will not be processed until all required information is filled out and all required identification documents are attached.



**In order for My Property Management to begin processing your application have you...**

- Inspected the property with one of our Property Managers?
- Filled out 1 application per applicant?
- Attached all 100 points of identification including proof of income?

## Item 1: Property Details.

Address \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease term \_\_\_\_\_

Rent \_\_\_\_\_ per week Bond \_\_\_\_\_

Total amount payable on signing of tenancy agreement \_\_\_\_\_

## Item 2: Identification.

Prior to any Tenancy Application being considered each application must produce 100 points of identification.

**\*IMPORTANT\*: At least one form of Photo Identification MUST be provided!**

### 40 Points

- Passport
- Birth Certificate
- Citizenship Certificate

### 20 Points

- Driver's License
- Student Photo ID
- Proof of Age Card
- Medicare Card
- Council Rates Notice
- Vehicle Registration
- Health Care Card
- Utility/Phone Bill
- Bank Statements

### 10 Points

- Past FOUR Rent Receipt
- Tenancy Ledger

## Item 3: Proof of Income.

You are also required to submit Proof of Income upon submission of your application.

- Employed:** Last FOUR payslips
- Self Employed:** Bank Statements, Group Certificate, Tax Return or Accountants Letter
- Not Employed:** Centrelink Income Statement



**Utility Connection Provider: Direct Connect- 1300 664 715**

Would you like MPM to arrange utility connection? **Y / N**

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## Item 3: Applicants Details.

Name: \_\_\_\_\_

Email : \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence#: \_\_\_\_\_

Vehicle Rego No: \_\_\_\_\_ No. Of Cars: \_\_\_\_\_

Have you been known by any other names?(Please Circle) YES NO

If Yes, what other names have you been known by? \_\_\_\_\_

## Item 4: Occupants.

Number of Adults: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Full name/s of adults/s & dependents to reside on the Premises:

- |    |       |    |       |
|----|-------|----|-------|
| 1. | _____ | 2. | _____ |
| 3. | _____ | 4. | _____ |
| 5. | _____ | 6. | _____ |

## Item 5: Landlord/Agent.

Name: K&K Asset Management (Qld) PTY Ltd T/as My Property Management Australia

ABN: 84 146376 490 Email: [receptionlandsborough@mpmre.com](mailto:receptionlandsborough@mpmre.com)

Address: Shop 3/1 Maple Street, Maleny 4552 Ph: 5494 2868 Fax: 5494 2858

Address: Shop 4 Maleny St, Landsborough 4550 Ph: 5494 1577

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## Item 6: Applicant's Tenancy/Employment History.

**Current Address:** \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Situation: Renting Owner Other

Landlord/Agent Details (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Rent: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Situation: Renting Owner Other

Landlord/Agent Details (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Rent: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been evicted from a premises?      please circle      YES      NO

Are you currently in debt to any Landlord/Agent?      please circle      YES      NO

**Current Occupation:** \_\_\_\_\_

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Occupation:** \_\_\_\_\_

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student at:** \_\_\_\_\_

Course Name: \_\_\_\_\_ Duration: \_\_\_\_\_

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## Item 7: Referees. (Note: All Referees should NOT be related to you.)

Business Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship : \_\_\_\_\_

## Item 8: Emergency Contact. (Note: Cannot be person potentially residing at the property.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Item 9: Pets.

Type/Breed: \_\_\_\_\_ Registered? Y/N

**\*Please provide Registration Papers/number.\***

## Item 10: Rent Payment Methods & Associated Costs

The tenant must pay the rent in the approved way/s as indicated below:

- Credit Card                       Deposit to a financial institution account nominated by Lessor
- Deduction from pay, pension or other benefit payable to tenant

## Item 11. Signatures.

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard & and Special Terms) in accordance with section of the *Residential Tenancies and Rooming Accommodation act 2008*.                      **Y / N**

I \_\_\_\_\_, The applicant, give my consent for My Property Management Australia to make enquiries to verify information I have provided to the Agent I this Tenancy Application (in accordance with the Privacy Act 1998 (CTH)) with relevant tenancy databases including databases of my previous Letting Agents.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Terms of Application**

### **1. Applicant's Warranty**

The Applicant warrants:

- (1) the details provided are true and correct
- (2) they are not bankrupt or insolvent.

### **2. Applicant Agrees**

The Applicant agrees:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) where the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*; then:
  1. on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2(2).
  2. upon the signing of the Tenancy Agreement, to pay the bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement.
  3. the Applicant will forthwith upon receipt of same, sign the completed Tenancy Agreement.
  4. this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (3) the Landlord/Agent are not required to give an explanation to the Applicant for any Application not approved.

### **3. Privacy Statement**

- 3.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.
- 3.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

## **TICA Privacy Disclosure Form**

This form provides information about how your personal info is handled, as required by the Aust. Privacy Principles in the *Privacy Act 1988*, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you don't consent to the disclosure of your personal information to TICA we can't process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by your by contacting our office.

### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent & if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor/Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your Agents to assess the risk to our clients. Agent may also take into account any information that is disclosed to us by TICA relating to attempts by by application & other Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### **Secondary Purpose**

During & after tenancy we may disclose your personal information to: Trades people to contact you for repairs & maintenance of the property tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies & affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of tenancy history, Lessors/Owners insurer in the event of an insurance claim & Future references to other asset managers/owners. In the event of a successful application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of tenancy applications is not a listing on the TICA Tenancy History databases. This information is information that would be available to the Agent on a truthfully completed application form.

### **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Aust. Privacy Principle in the *Privacy Act 1988*. TICA Default Tenancy Control Pty Ltd (ABN 84087400379) is a tenancy database that records tenants personal information from its members including application inquiries & tenancy history. TICA Assist Pty Ltd (ABN 28137488503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$16.50.

- 3.3 You as the Applicant agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
  - (2) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
  - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
  - (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
  - (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as required by the Agent relating to the administration of the may be Premises and use of the Agent's services; &/or
  - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
  - (7) Body Corporates
- 3.4 Without provision of certain information the Agent can not act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
  - 3.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
  - 3.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.
5. **Provision of Documents**  
The parties agree to the delivery and service of documents or communication via electronic means including SMS text other messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.