

TENANCY APPLICATION FORM

RENTAL PROPERTY ADDRESS:					
Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following informatio 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 over 18 years of age.					
 Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24-48 hours of acceptance, a non-refundable amount, equal to 1 week's rent must be paid by Money Order or Bank Cheque ONLY to secure the property. 					
• This Application will not be processed until it is completed, signed on pages 3 & 4 and includes copies of 100 Points Identification. Refer to the following list of accepted identification and point value of each. If you own your own home, we require the most recent rates notice. Submit copies of these 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 Points per Document					
You must submit either Passport or Birth Certificate: ☐ Passport ☐ Birth Certificate 70					
□ Drivers Licence □ Proof of Age Card □ Other Photo ID from Government eg Pension Card, Student Card 40					
☐ 2 recent Pay Advices (Must be submitted with application) 25					
□ 2 recent Rent Receipts □ Tenancy Ledger 25					
Documents on which your name and current address appear: ☐ Car registration certificate ☐ Rates Notice ☐ Electricity Account 25 ☐ Bank/Credit Card Statement ☐ Telephone Account ☐ Gas Account					
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:					
APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION, I HAVE (PLEASE TICK)					
☐ Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents					
☐ Inspected the Property both internally and externally					
Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP					
□ Completed the Application form fully, including the Privacy Disclosure Statement and Privacy Consent (MUST BE SIGNED)					
□ Completed and Attached the Pet Application & Agreement form if pets are to reside at the Property					
OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING RECEIVED					
CHECKLIST STAFF DATE TIME OFFICE USE ONLY = 10 BE COMPLETED AT TIME OF APPLICATION BEING RECEIVED TIME					
□ Application received / / am/pm					
□ Original ID signatures same as Application / / am/pm					
☐ Tenant given RTA Form 18a to view Yes / No ☐ Completed					
□ Application is completed including am/pm Consent					
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS					

Phone

Name

How did you fin	d out about t	his Property				
□ Website □	Newspaper [☐ Agency contact	□ Sign	☐ Referral	☐ Other	
Applicant's Det	ails					
Name in Full			Other Name	e You have been k	known by	
Date of Birth			Place of Bir	th		
Drivers Licence No.		Expiry	Passport No	0	Expiry	
(Home	***************************************	(Mobile		(E	Business	
Email						
Are you an Australian Citizen: Yes / No If No: Refer to copies of Visa Expiry Date Passport and Visa attached						
Current Tenano	y Details					
Current Address						
Rent per week	\$		Period of oc	ccupancy	Years	Months
Agent/Landlord			(Business		Fax	
Reason for leaving						
Do you expect the Bo	nd to be refunded in	n full □ Yes	s □ No I	Nhy:		
Previous Tenar	cy Details					
Previous Address						
Rent per week	\$		Period of oc	ccupancy	Years	Months
Reason for leaving						
Agent/Landlord			(Business		Fax	
Employment						
Current Employer			Your Po	sition		
☐ Full Time	□ Par	t Time	☐ Casu	al	☐ Contract	
Length of Employmen Months	t	Years	Net Pay month	is	each: week / fortnig	jht /
Payroll / Manager's N	ame	Fax	X	(Bı	usiness	
If Self Employe	d					
Company Name			Trading As			
Address				ABN		
Period self employed	Years	s Months	Industry/ Na	ature of Business		
Accountant Details			(Business			
Creditor Referee			(Business			
Income – specify	\$Gross per annu	m and provide ve	rification			
Employment			\$			
Self Employment -	provide Accountar	nt letter to verify	\$			
Other:			\$			
TOTAL			\$			
If a Student or I	Not Currently	Employed				
Student ID #	Institu		Course		Duration	
Refer to the following Parent/Guardian L			cation to verify my sank Statements	source of income:		
ப i aicili/Guaiulali L	eller 🗀 Cerileriii Document	L D	ank Glatements	□ Austuuy I	Document L Other	

Vehicles to be l	cept at Property	/					
Registration No	1	Model		Own	/ Hire Purchase		
Other							
Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants							
Name	Date of Birth	Relationship	N	lame	Date of Bir	th i	Relationship
Pets □ No	☐ Yes: Ensure	that Pet Application	and A	greement For	m is completed a	nd attached	
Emergency Cor	ntact Details of	Closest Relativ	es w	ho will not	be Residing	with You	l
1. Name			2. Na	Name			
Address			Address				
Relationship	(H		Re	elationship		(H	
(W	(M		(W (M				
Personal Refere		t Polativos					
Name		Occupation			Business Hours	Contact	
							- 111
1.					(Mob		(Work
2.					(Mob		(Work
		omplete and Pr	ovid		-		
Have you ever been evicted by any Lessor or Agent?				□ No	□ Yes		
Are you in debt to another Lessor or Agent?			n dua?	□ No	□ Yes		
Is there any reason known to you that would affect your ability to pay rent whe			nauer	□ Yes	□ No		
Was your Bond at your last address refunded in full? Was the Property in a satisfactory condition when you inspected it? If not, list reference in the property in a satisfactory condition when you inspected it?			eauest		□ 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.						ancy Database records.	
I declare I am not bankrup I apply for Tenancy for a p	eriod of mo	nths, at a rental of \$		per week co	mmencing on		J
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 wee Tenancy does not proceed	ks rent as Part Bond. The	Tenant is then bound to t	he Tern	ns of the Agreeme	nt and the Property wil	I cease to be a	vailable for rent. If the
I understand the Agent use	es Re/Max Max Card for r	ent payments and if used	the Ten	ant will incur a fee	of \$9.60 per quarter.		
Pre-moving in costs as itemised below are to be paid by BANK CHEQUE OR DIRECT DEPOSIT made payable to RE/MAX EXCELLENCE.							
ITEM		CALCULATION		\$ PAYABLE	IMPORTANT N	OTES	
Rent – first 2 weeks re		2 x \$	=	\$	Must be paid BEFO	RE lease com	mences
Bond – 4 times week! NB: If rent is over \$700pw, E List	,	4 x \$	=	\$	Full Bond or Part Bo be paid within 24 ho		t to 2 weeks rent must tion approval
	то	TAL PRE-MOVING IN C	OST	\$	Total to be paid BE	FORE lease c	ommences
APPLICANT'S SIGNA (MUST BE SIGNED)	TURE				Date _		
In Presence of Agence	cy Representative				Date _		

RE/MAX EXCELLENCE LEVEL 1, 121 STURT STREET, TOWNSVILLE CITY

PHONE (07) 4771 2211 FAX (07) 4772 2727 EMAIL excellencerentals@remax.com.au

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 **RE/MAX EXCELLENCE**. I authorise **RE/MAX EXCELLENCE** 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 **RE/MAX EXCELLENCE** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **RE/MAX EXCELLENCE** 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 RE/MAX EXCELLENCE 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 signing this form, 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 (MUST BE COMPLETED AND SIGNED BY APPLICANT)

Applicant Name	
Applicant Signature	
Date	
Time	

- ✓ If you are looking at further requests e.g. rent reductions or approval to install picture hooks etc, please ensure a cover letter is attached to your application to be discussed at the time your application is considered YES/NO
- ✓ Do you require a Bond Loan
 YES/NO

Do you require a Defence Release Clause YES/NO

Do you require Internet/Nbn to be installed YES/NO

✓ Do you require Foxtel YES/NO