

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Mapleton Realty

ADDRESS: 1 Wilga Ct

SUBURB: MAPLETON

STATE: QLD

POSTCODE: 4560

PHONE:

MOBILE:

FAX:

EMAIL:

07 5445 7788

07 5445 7789

rentals@mapletonrealty.com

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly Bond: \$ _____

Tenancy Term: _____ Fixed term agreement Periodic agreement

Starting on: _____ Ending on: _____

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by? _____

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: _____ State: _____

Number of vehicles: _____ Registration number(s): _____

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets: _____

Type of Pet/s: _____ Are your pets registered with a council? Yes No

If Yes, please state which council: _____

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week)
\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____
REFEREE 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____
REPRESENTATIVE 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA DATABASE

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

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Privacy Notice and Consent

Consent

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of Mapleton Realty, and independent contractors of Mapleton Realty 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 Mapleton Realty. 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 Mapleton Realty, Mapleton Realty 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

Willton Pty Ltd (ABN 33 104 664 431) trading as **Mapleton Realty** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **Mapleton Realty's** condensed Privacy Notice. **Mapleton Realty** also has a full Privacy Policy, which contains information about how you can complain about any breach by **Mapleton Realty** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.malenyrealestate.com.

Information Collection, Use and Disclosure

During the course of your involvement with Mapleton Realty, 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;
- Preparing an appraisal or CMA of your property.

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;
- Details of your referees;
- Details of previous landlords/managing agents.
- Proof of identification, i.e. drivers licence, health care card, birth certificate, passport.
- Vehicle details, i.e. model, make, registration.

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. 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 Mapleton Realty 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 Mapleton Realty 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:

 **1 Wilga Court, Mapleton Qld 4560**
PO Box 410, Mapleton Qld 4560

 **(07) 5445 7788**

 **rentals@mapletonrealty.com**

RESIDENTIAL TENANCY GENERAL INFORMATION & APPLICATION FORM

APPLICATION PROCESS & GENERAL INFO: -

1. Complete this form in full all adult applicants wishing to reside at the prospective rental property.
2. Our office will take photocopies of all necessary documentation and return the originals to you. You may choose to fax or e-mail your application and documentation.
3. All applicants will be required to provide documents from each of Items 13 & Items 14 on page 3 of 4 of the application.
4. Successful applicants (and unsuccessful applicants) will be advised accordingly by telephone.
5. Appointments will be made promptly for all successful applicants to attend the office for completion of rental lease and documentation. At this appointment all applicants will be required to **pay a bond payment** equivalent to four (4) weeks rent. This amount must be deposited into our trust account with 24 hours or alternatively, you may pay cash, money order or bank cheque to our nominated ANZ bank account if that is more convenient within 24 hours. If no money is received with 24 hours, and suitable arrangements have not been agreed upon, the property will be returned to the market. Please note this office does not accept bond transfers.
6. On or before entry to your rental, or provision of keys for your rental property, you will be required to pay two (2) weeks rent in advance. After starting your tenancy, the next weekly rent is due one week in to ensure that the rent is always 1 week or more in advance at all times.
7. It is the tenant's responsibility to connect the electricity and phone if applicable at the rental premises and to arrange disconnection on exit. All connection costs and deposits are the tenant's responsibility.
8. On entry to the rental premises an RTA Form 1a Entry Condition report will be supplied. Ensure you check this report thoroughly and make comments and notations as required. If you do not note discrepancies on the report you may be held liable for them on exit. This form is required to be signed and returned to our office within 3 days of moving in.
9. Rent is not to be in arrears during the tenancy. If you experience financial hardship during your tenancy, please contact our office immediately to discuss the matter.
10. This office is a member of TICA a tenant default agency. Should you be in default with rent or breach any terms of your General Tenancy Agreement your details will be listed on TICA. Once listed the information remains on file until the default is rectified.

We look forward to a respectful and harmonious relationship with you as a tenant.

ANY QUERIES OR CONCERNS please call Jacqui Slack

Phone: - 07 5445 7788 Fax:- 07 5445 7789 Email:- rentals@mapletonrealty.com