Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed & signed (on page 5, 6, 7) and all copies of supporting documents attached. Each applicant must submit an individual form. Everyone over the aged of 18 years and over must complete this form.

Please email your application to admin@kgrpropertiesgroup.com.au or mail it to our PO Box 888, Mount Gravatt, Qld 4122

A: PROPERTIES DETAILS

Address of Property:

Lease commencement date: **Lease term**: **Rent per week:**

Number of pets: **Type of pets**:

Number of all other occupants for the property (inc. yourself):

Full names (inc. relations and age) of ALL other persons to occupy the property: (e.g. Kelly Greyson Rose, Mother, 64)

B: PERSONAL DETAILS

Given Name(s): **Surname**: **Date of Birth:**

Current Address:

Mobile Number: **Home Phone**: **Work Phone:**

Email Address: **Fax Number**:

Drivers Licence No: **Drivers Licence State**:

Passport Number: **Passport Country of Issue**:

C: NEXT OF KIN/ EMERGENCY CONTACT DETAILS

Given Name(s): **Surname**: **Relationship:**

Current Address:

Mobile Number: **Home Phone**: **Work Phone:**

D: VEHICLE DETAILS

Car Make/ Model/ Year/ Colour: **Registration**: **State:**

Additional Cars/ Boats/ Trailers:

E: CURRENT TENANCY DETAILS

Duration of Stay: _____ **Rent Paid:** _____

Reason for Leaving: _____

Name of Landlord/Agent: _____ **Contact No and E-mail.:** _____

F (PART 1): PREVIOUS RENTAL HISTORY

Previous Address: _____

Duration of stay: **From** _____ **To** _____ **Rent Paid:** _____

Name of Landlord/ Agent: _____ **Contact No.:** _____

Was Bond Refunded? **Yes** ☐ **No** ☐

If No, please specify reasons why: _____

F (PART 2): PREVIOUS RENTAL HISTORY (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address: _____

Duration of stay: **From** _____ **To** _____ **Rent Paid:** _____

Name of Landlord/ Agent: _____ **Contact No.:** _____

Was Bond Refunded? **Yes** ☐ **No** ☐

If No, please specify reasons why: _____

G: CURRENT EMPLOYMENT DETAILS

Occupation: _____ **Current Employer**: _____ **Length of Employment:** _____

Employer's Address: _____

Contact Name (Payroll/ Manager): _____ **Contact Number**: _____

IF SELF EMPLOYED – PLEASE PROVIDE BUSINESS DETAILS

Duration of Stay: _____ **Rent Paid:** _____

Business Address: _____

Position Held: _____ **ABN:** _____

Accountant Name: _____ **Accountant Address:** _____

INCOME

Net weekly employment income: _____

Net weekly income from other sources: _____

Source(s) of other income: _____

H: PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENY IS LESS THAN 6 MONTHS)

Occupation: _____ Current Employer: _____

Employer's Address: _____

Contact Name (Payroll/ Manager): _____ Contact Number: _____

Length of Employment: From _____   To _____   Net weekly income: _____

I: PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENY IS LESS THAN 6 MONTHS)

Place of Study: _____ Course Name: _____

Course Duration: _____ Enrolment/ Student No.: _____

Name of Campus Contact: _____ Contact Number: _____

Name of Course Coordinator: _____ Contact Number: _____

J: REFEREES

Business Referee: _____ Relationship: _____

Phone Number: _____ Mobile Number: _____

Personal Referee: _____ Relationship: _____

Phone Number: _____ Mobile Number: _____

QLD ONLY - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48-hour option period.

The Applicant agrees to pay a Holding Deposit of $_____. The Applicant agrees that, should they withdraw their application during the 48-hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name	**Signature**	**Date**

PRIVACY STATEMENT

We are an independently owned and operated business (*KGR Properties*). Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the KGR Properties. I authorise the KGR Properties and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers;

2. My personal referees;

3. Any Tenancy Default Database which may contain personal information about me.

I authorise the KGR Properties and the Agent to disclose:

- Details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which the KGR Properties or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

- Personal information collected about me to the owner of the property even if the owner is resident outside Australia

- Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

Applicant Name	**Signature**	**Date**

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

$ Rent per week, or	$ Rent per calendar month
First payments of rent in advance:	$
Rental Bond	$
Tenant's share of cost of preparing Tenancy Agreement (if applicable)	$
Subtotal	$
Less holding deposit/fee (if applicable)	$
Amount payable upon signing Tenancy Agreement	$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name	**Signature**	**Date**

FOR OFFICIAL USE ONLY

100 POINTS IDENTIFICATION CHECKLIST - The following identification had been photocopied and is attached to this application.

Item	☒	Points	Initial	Item	☒	Points	Initial
Drivers Licence	☐	40		Medicare Card	☐	20	
Passport	☐	40		Bank Debit/ Credit Card	☐	20	
Other Photo ID	☐	20		Bank Statement	☐	20	
Current Wage Advice	☐	30		Telephone Account	☐	20	
Previous Tenancy Reference	☐	20		Electricity Account	☐	20	
Previous 2 Rent Receipts	☐	20		Gas Account	☐	20	

Item	☒	Initial	Item	☒	Initial
Personal Reference Checked	☐		Previous Agent Lessor Checked	☐	
Tenancy Database Checked	☐		Lessor Notified – Approved	☐	
Employment Checked	☐		Application Notified	☐	

Property Manager Name	**Signature**	**Date**