

# TENANCY APPLICATION



<b>AGENCY NAME:</b>	NATIONAL PROPERTY BUYERS BRISBANE	<b>PLEASE COMPLETE</b>
<b>ADDRESS:</b>	8 Cordelia Street South Brisbane QLD 4101	<b>IN FULL</b>
<b>PHONE:</b>	Tracey - 0499 273 737 or 07 3844 7376	We are unable to
<b>FAX:</b>	07 3846 1969	process incomplete
<b>EMAIL:</b>	managementQLD@nationalpropertybuyers.com.au	applications

**APPLICANT NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

I APPLY FOR TENANCY FOR A PERIOD OF \_\_\_\_\_ MONTHS, AT A RENTAL RATE OF \$\_\_\_\_\_ PER WEEK,  
COMMENCING ON \_\_/\_\_/\_\_\_\_

## Please read prior to completing your application:

- One application is to be completed per person
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Identification Check

## DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

(Can only provide one form each point)

## POINTS PER DOCUMENT

▪ Birth certificate/Passport/Drivers Licence	50
▪ 18+ card/Other photo ID	30
▪ Payslip/ledger	20
▪ Bank statement	10
▪ Account (electricity, phone, rates, gas, registration)	10
▪ Pension card/Medicare card/Bank cards	10

Our office will contact you within 24-48 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 the amount of the first 2 weeks' rent is to be paid by Direct Deposit, Money Order or Bank Cheque.

## APPLICANT CHECKLIST

- Attached photocopies of documents to meet the 100 point ID requirement
- Inspected the property both internally and externally
- Completed the application form fully, including the Privacy Disclosure, Privacy consent and Marketing consent
- Been given a copy of the General Tenancy Agreement, standard terms and any special terms – if not please contact the agency to arrange
- Completed the Pet Application and Agreement form if pets are to reside at the property

**APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **Applicant's Details**

Name in Full: \_\_\_\_\_ Other Name You have been known by: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry: \_\_\_\_\_ Passport # \_\_\_\_\_ Expiry \_\_\_\_\_

Home  Mobile  Business

Email: \_\_\_\_\_ SMOKER/NON SMOKER \_\_\_\_\_

## **Australian Citizen**

Yes  No (Refer to copies of Passport and Visa attached) \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_

## **Current Tenancy Details if applicable**

Rent per week: \$ \_\_\_\_\_ Period of Occupancy: \_\_\_\_\_ Years \_\_\_\_\_ months

Agent/Landlord \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Do you expect the Bond to be refunded in full?  Yes  No \_\_\_\_\_ Why? \_\_\_\_\_

## **Previous Address**

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

Rent per week: \$ \_\_\_\_\_ Period of Occupancy: \_\_\_\_\_ Years \_\_\_\_\_ months

Agent/Landlord \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## **Employment**

Current Employer: \_\_\_\_\_ Your position: \_\_\_\_\_

Full Time  Part Time  Casual  Contract

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Pay day is \_\_\_\_\_ of each: week / fortnight / month

Payroll / Manager's Name : \_\_\_\_\_  Business  Mobile

## **If Self Employed**

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_

Address \_\_\_\_\_ ABN \_\_\_\_\_

Period self employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Industry \_\_\_\_\_

Accountant Details \_\_\_\_\_  Business

Creditor Referee \_\_\_\_\_  Business

## **Income – specify \$ Gross per annum and provide verification**

Employment \_\_\_\_\_ \$ \_\_\_\_\_

Self Employment – provide Accountant letter to verify \_\_\_\_\_ \$ \_\_\_\_\_

Other: Please specify \_\_\_\_\_ \$ \_\_\_\_\_

Total annual income: \_\_\_\_\_ \$ \_\_\_\_\_

**If a Student or not currently employed:**

Student ID # \_\_\_\_\_ Institution \_\_\_\_\_ Course \_\_\_\_\_ Duration \_\_\_\_\_

Refer to the following selected documents attached to the Application to verify my source of income:

Bank Statements       Austudy Document       Centrelink Document       Other

**Vehicles to be kept at the property:**

Registration # \_\_\_\_\_ Model \_\_\_\_\_ Owned/Financed \_\_\_\_\_

Registration # \_\_\_\_\_ Model: \_\_\_\_\_ Owned/Financed \_\_\_\_\_

**Occupancy Details** of all persons to reside at the property other than Applicant – including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets:  No       Yes : **Please request pet agreement** - Type \_\_\_\_\_ Breed: \_\_\_\_\_ Number: \_\_\_\_\_

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

1. Name: _____	2. Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____

**Personal Referees who are not relatives:**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact number \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact number \_\_\_\_\_

**Declarations – Applicant to Complete and Provide details as required:**

Have you ever been evicted by any Lessor or Agent:       No       Yes: \_\_\_\_\_

Are you in debt to another Lessor:       No       Yes: \_\_\_\_\_

Is there any reason that would affect your ability to pay rent when due       No       Yes: \_\_\_\_\_

Was your bond refunded in full at your last address:       No       Yes: \_\_\_\_\_

Was the property is a satisfactory condition when you inspected it?       No       Yes: \_\_\_\_\_

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. I declare I am not bankrupt or an undischarged bankrupt.

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 the first 2 weeks rent for the property. 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 Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is found.

I understand the Agent uses DEFT for rent payments, and if used the Tenant will incur a fee of \$0.85 per transaction.

Rent – first 2 weeks rent      2 x      = \$ \_\_\_\_\_

Bond – 4 times weekly rent      4 x      = \$ \_\_\_\_\_

(NB- if rent is over \$700pw, bond is specified in advertising)

TOTAL PAYABLE - before lease COMMENCES      \$ \_\_\_\_\_

**National Property Buyers**  
**8 Cordelia Street SOUTH BRISBANE QLD 4101**  
**07 3844 7376**

**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 our 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 National Property Buyers. I authorise National Property Buyers to collect information about me from:

- My previous letting Agents and/or Lessors
- My personal referees, employers and all other referees on this Application
- Tenancy Databases to which National Property Buyers subscribe. I can refer to their Privacy Statements view: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise National Property Buyers 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 & 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 National Property Buyers to use the phone details provided on the application to contact me for marketing purposes until I advise otherwise.

Period of Contact:       Indefinite until advised in writing otherwise       Other:

**ELECTRONIC TRANSMISSIONS**

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 & CONSENT BY APPLICANT**

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

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_