# **TENANCY APPLICATION**

## Realty Pacific Real Estate

T: 07 3398 9899 F: 07 3398 9330

A: 816 Old Cleveland Road, Carina QLD 4152

E: sales@realtypacific.com.au

W: realtypacific.com.au



Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information 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.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following:  ☐ Passport ☐ Birth Certificate	70
☐ Drivers Licence ☐ Proof of Age Card ☐ Other Photo ID from Government eg Pension Card, Student Card	40
☐ 2 recent Rent Receipts ☐ 2 recent Pay Advices ☐ Tenancy Ledge	er <b>25</b>
Documents on which your name and current address appear:  ☐ Car registration certificate ☐ Rates Notice ☐ Electricity Accou ☐ Bank/Credit Card Statement ☐ Telephone Account ☐ Gas Account	_
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Our Agency staff will contact you within 24-48 business 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 an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

## Applicant Checklist - Before I submit this Application, I have ... (Please circle Yes or No)

Yes/No	Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
Yes/No	Inspected the Property both internally and externally
Yes/No	Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
Yes/No	Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
Yes/No	Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT					
CHECKLIST		STAFF	DATE		TIME
	Application received		/	/	am/pm
	Original ID signatures same as Application		/	/	am/pm
	Tenant given RTA Form 18a to view		Yes / No		☐ Completed
	Tenant received copy of LET13		Yes / No		☐ Completed
	Application is completed including Consent				am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS					
Name			Phone		

Property Address for this application:	Suburb			
Applicant's Details				
Name				
Current Address				
( Mobile ( Business	( Other			
Email				
Date of Birth / /	Place of Birth			
Drivers Licence No. Expiry / /	Passport No Expiry / /			
Australian Citizen	pies of Passport and Visa attached Visa Expiry / /			
Current Tenancy Details				
Rent per week \$	Period of occupancy Years Month			
Agent/Landlord	( Business ( Fax			
Email				
Do you expect the Bond to be refunded in full $\Box$ Yes $\Box$	No Why:			
Why are you leaving this property?				
Previous Address				
Address				
Rent per week \$	Period of occupancy Years Month			
Agent/Landlord	( Business ( Fax			
Email				
Why did you leave this property?				
Employment				
Current Employer	Your Position			
Length of Employment Years Months	Pay day is of each: week / fortnight / month			
Payroll / Manager's Name	( Fax ( Business			
Email				
☐ Full Time ☐ Part Time ☐ Casual ☐ Contract \$	Income Per week or per year salary			
If Self Employed				
Company Name	Trading As			
Address	ABN			
Period self employed Years Months	Industry/ Nature of Business			
Accountant Details ( Business	,			
Creditor Referee ( Business				
☐ Full Time ☐ Part Time ☐ Casual ☐ Contract Inc	come Per week or per year salary \$			
Other source of income	\$Gross per annum (Verification required)			
• Self Employment	\$			
Centrelink	\$			
• Other: TOTAL INCOME-	\$			
1017 E INTOUTIL	\$ per week/per annum			

If a Student or Not Currently Employed						
Student ID # Insti Refer to the following selected document	itution s attached to Application to ve	Course erify my source of inco	Duration me:			
☐ Parent/Guardian Letter ☐ Cen	terlink Document	☐ Bank Statem	ents	☐ Other		
Details of all Vehicles to be kept of	nt Property					
Registration No	Make	Model	Owned / Hir	e Purchase		
Registration No	Make	Model	Owned / Hir	e Purchase		
Occupancy Details of all Persons	to Reside at Property, <u>inc</u>	cluding Children				
Name	Current Address			Age		
Data Was Divas D		!:				
Pets ☐ No ☐ Yes: R	efer to attached Pet App	lication and Agree	ement to be completed			
<b>Emergency Contact Details of Clo</b>	sest Relatives <u>who will n</u>	ot be Residing wit	th You			
1. Name		2. Name				
Address		Address				
Relationship ( H		Relationship	<b>(</b> H			
(W (M		( W	( M			
Personal Referees who are not Re	elatives or will not be Res	siding with You				
Name Occupatio	n	( Business Hours Co	ntact			
1.	( Mob		( Work			
2.	( Mob		( Work			
Declarations – Applicant to Comp	lete and Provide Details	as Required				
Have you ever been evicted by any Lessor or A	gent?			Yes / No		
Are you in debt to another Lessor or Agent?  Is there any reason known to you that would a	ffect your ability to hav rent when	due?		Yes / No Yes / No		
Was your Bond at your last address refunded in		uuc:		Yes / No		
Was the Property in a satisfactory condition wh		quests.		Yes / 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. I declare I am not bankrupt or an undischarged bankrupt.						
I apply for Tenancy for a period ofmonths, at a rental of \$per week commencing on/_/ 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 weeks rent as Part Bond. 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 the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.  I understand the Agent uses DEFT for rent payments and if used the Tenant will incur a fee of \$0.85 per transaction for direct debit from a savings account.						
Pre-moving in costs as itemised below are to b		·	-	account.		
ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES			
Rent – first 2 weeks rent	2 x \$	- = \$	Must be paid BEFORE lease commence	?s		
Bond – 4 times weekly rent	4 x \$ =	= \$	Full Bond or Part Bond equivalent to 2			
NB: If rent is over \$700pw, Bond is as specified	on Rent List		be paid within 24 hours of Application	approval		
TOTAL	PRE-MOVING IN COST	\$	Total to be paid BEFORE lease com	ımences		
APPLICANT'S SIGNATURE			Date			

©LET18 V5.0 Page 3 of 6

Realty Pacific Real Estate

T: 07 3398 9899 F: 07 3398 9330

A: 816 Old Cleveland Road, Carina QLD 4152

E: sales@realtypacific.com.au

W: realtypacific.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**

Date

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Realty Pacific Real Estate**. I authorise **Realty Pacific Real Estate** 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 **Realty Pacific Real Estate** subscribes. I can refer to their Privacy Disclosure Statements via: <a href="https://www.tica.com.au">www.tica.com.au</a> and <a href="https://www.tica.com.au">www.ntd.com.au</a>

I authorise **Realty Pacific Real Estate East** 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 Realty Pacific Real Estate 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 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. How did you find out about this Property: □ Newspaper □ Agency contact □ Sign □ Referral □ Other Agent ☐ Website: www. П Other: ACKNOWLEDGEMENT AND CONSENT BY APPLICANT **Applicant Name Applicant Signature** 

Page 4 of 6 ©LET18

Time

am/pm

Realty Pacific

# Moving home has never been easier.

Whether you've just bought, sold, rented or are renting your home, we can help make the moving process as smooth as possible.

## FREE\* service.

We offer a comprehensive moving home service throughout Australia and get things sorted so you can make the most of

## Your move.

Complete the below referral form and hand back to your Property Manager / Sales Agent to submit on your behalf.



## Your choice.

We offer a large range of moving services



FLECTRICITY



GAS



**TELEPHONE** 



INTERNET



PAY TV



TRUCK & CAR HIRE



INSURANCE REFERRALS



**GROCERY** 

## YOUR DETAILS

SURNAME		GIVEN NAME/S					
CONNECTION ADDRESS		SUBURB		P/CODE		STATE	
DISCONNECTION ADDRESS		SUBURB		P/CODE		STATE	
HOME PHONE	WORK PHONE		MOI	BILE PHONE			
EMAIL			CONNEC	CTION DATE	/	/	
APPLICANT SIGNATURE				DATE	/	/	

#### PLEASE CALL ME TO MOVE MY HOME SERVICES AND OFFER PRODUCTS TO SUIT MY NEEDS

ke all reasonable efforts to contact you within	1 working day of receiving this applic	ation to evoluin the details of the services offered	If we are unable to contact you within this period
No all reasonable ellorts to contact you within	I norking day or receiving the applic	ation to explain the details of the services offered.	if we are unable to contact you within this period
1300 554 323 to ensure your services can be a	addressed by the required date.		

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 396 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

OFFICE USE ONLY					
REFERRING AGENT:		OFFICE BRANCH:	Realty Pacific Real Estate		
CONNECTNOW ID:	7969				

connectnow. We get things sorted.

Page 5 of 6 ©LET18

Our services are free to you. Standard connection fees from service providers may apply. Service availability and supplier choice may vary depending on location. \*\* Connectnow does not provide any form of insurance advice and acts only in a referral capacity only. Please seek your own advice before deciding to take up an insurance product. Note: Connectnow may receive commissions or fees for referrals to an insurance provider.



# paying your bond by the month is easy

## What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments: \$1,500.00 rental bond =

6 equal monthly payments of \$273.25\*

 Total payable \$1639.50 including interest and charges over the 6 month term.

## Make bond payments EASY with easyBondpay.



NO SUPPORTING DOCUMENTS REQUIRED



**INSTANT APPROVAL** 

## How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.



**6 OR 12 MONTH EASY PAYMENT OPTIONS** 



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)

Page 6 of 6 ©LET18