TENANCY APPLICATION FORM

Office 07 3858 8888 Fax 07 3371 9068 PO Box 789 Toowong Qld 4066

ABN 36 098 112 371



Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- > One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

1 3	0,
Drivers Licence	40
Passport	40
18+ Card	40
Birth Certificate	30
Other Photo ID	30
Current Wage Advice	30
Previous Tenancy Reference	20
Previous two rent receipts	20
Motor vehicle registration certificate	10
Bank Statement	10
Telephone Account	10
Electricity Account	10
Gas Account	10
TOTAL POINTS	

- > This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 6 weeks rent being 4 weeks bond and 2 weeks rent, be paid by internet transfer, money order or bank cheque within 24 hours of acceptance.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- □ Inspected the Property both internally and externally.
- **Completed all details in full on the Application form.**
- **Provided all contact details and documentation for confirmation of income source.**
- **Completed the Pet Application & Agreement form if applicable**
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT					
CHECKLIST	STAFF MEMBER	DAT	E	TIME	
Application received		/	/	AM/PM	
Compared signatures to original		/	/	AM/PM	
Checked ALL Consents signed		/	/	AM/PM	
Checked Application is completed in full		/	/	AM/PM	
Name of nominated Applicant to contact in relation	Name		Phone		



PROPERTY ADDRESS							
How did you find out	□ Newspaper		Website		□ Fo	r Rent Sign	
about this Property	□ Walk-in		Referral		□ Ot	her Agent	
	Other						
Applicant's Full Name and Address	Name						
Address	Address						
Personal Details	Date of Birth	/	/	Place of Birth			
	Drivers Licence No.			Expiry Date			
	Passport No.			Expiry Date			
Applicant's Contact Details	【 Home			(Business			
	【 Mobile			Email			
Current Rental Details	Rent per week	\$		Period of occupancy	y	Months	Years
	Agent/Landlord			【 Home			
	Fax C Business						
	Do you expect the Bond to be refunded in full Yes						
Previous Address	Address						
	Rent per week	\$		Period of occupancy	y	Months	Years
	Agent/Landlord			(Home			
	Fax			(Business			
Employment	Current Employer			Full Time Casual			
			Part Time Contract				
	Your Position	1		Supervisor's Name			
	Length of Employment		Years	Fax			
			Months	(Business			
	Net income per week \$						
	Currently I am paid on t	ly I am paid on the of each week / fortnight / month (circle relevant)					
If Self Employed	Company Name Trading A			Trading As			
	Address			1			
	ABN			Industry/ Nature of Business			
	How long have you bee	n self-employ	/ed?		Years		Months
	Total Annual Income (as	declared to Aus	tralian Taxation	Office) \$			
	Accountant			(Business			
	Creditor			(Business			
	Creditor			(Business			
If a Student or Not VERIFICATION OF INCOME SOURCE MUST BE PROVIDED Currently Employed							
	Student ID # Institution						
	Course				Dura	tion	
	 Currently not emplo Please indicate docume 		with this Apr	olication to confirm vo	ur incon	ne source:	
	□ Parent / Guardian Le		Centerlink D			tudy Document	s
	Bank Statements		Other				
Australian Citizen	□ Yes □ No – copies of Passport and Visa attached Visa Expiry / /						

Vehicle Information	Total number of vehicles to be kept at the premises					
	Registration No	Model				
	State			Owned / Hire Purchase		
	Registration No	Model				
	State			Owned / Hire Purchase		
Occupancy Details	Name	Address		Age		
Full Names, Current						
Addresses and Ages of all People, Including						
Children, who will Reside at this Property						
at this Property						
Pets	□ Yes □ No					
	If YES please complete the attac completed application form to ou	se complete the attached Pet Applications & Agreement form and return with the application form to our Agency				
Emergency Contact	Name		Name			
Details of Closest Relatives who will not be	Relationship	Relationship				
Residing with You	Address		Address			
	(Home		(Home			
	(Work		(Work			
	(Mobile		(Mobile			
Personal References	Name	Name Occupation		& Business Hours Contact		
(not relatives) Please ensure each has						
agreed for you to						
nominate them as a Referee.						
I confirm the following:	•			Detail		
1. Have you ever been evicted b	ey any Lessor or Agent?		⊐ No	☐ Yes		
•	er Property by a Lessor or Agent?		⊐ No	☐ Yes		
3. Are you in debt to another Les	ssor or Agent?		⊐ No	⊐ Yes		

4.	Is there any reason known to you that would affect your ability to pay rent when due?
5.	Was your rental bond at your last address refunded in full?

I confirm the following:

During my inspection of the Property on _____/ ___ I found it to be in a satisfactory condition ... Yes ... No If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

⊐ No

⊐ No

⊐ Yes

∃ Yes

I have inspected the premises and apply for tenancy for a period of _____months, at a rental of <u>\$___</u>per week commencing on___/__/ I understand that if this Application is approved by the Lessor:

I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.

- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement. The amount paid to the Agent equal to 6 weeks
 rent within 24 hours of the approval.
- Pre-moving in costs as itemised below are to be paid by INTERNET TRANSFER, BANK CHEQUE OR MONEY ORDER.

ІТЕМ	CALCULATION	\$ PAYABLE	IMPORTANT NOTES		
Rent – first 2 weeks rent	2 x \$ =	\$	must be paid within 24 hours of Application approval		
Bond – 4 times weekly rent NB: If rent is over \$500pw, Bond is specified on rent list	4 x \$ =	\$	must be paid within 24 hours of Application approval.		
τοτλ	AL PRE-MOVING IN COST	\$	Must be paid BEFORE lease commences		
APPLICANT'S SIGNATURE			Date		

PRIVACY DISCLOSURE STATEMENT OF Johnston Dixon Quality Property 3858 8896

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this 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 **JOHNSTON DIXON QUALITY PROPERTY** 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/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **JOHNSTON DIXON QUALITY PROPERTY** and/or the Lessor. If you enter into a Residential Tenancy 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 **JOHNSTON DIXON QUALITY PROPERTY** 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 residential 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, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **JOHNSTON DIXON QUALITY PROPERTY**. I authorise **JOHNSTON DIXON QUALITY PROPERTY** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise JOHNSTON DIXON QUALITY PROPERTY to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise **JOHNSTON DIXON QUALITY PROPERTY** 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

MARKETING CONSENT

I, the Applicant 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 JOHNSTON DIXON QUALITY PROPERTY 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 -______
Other -______
Applicant Name
Applicant Phone Number/s
Applicant Signature
Date

Time