

TENANCY APPLICATION



AGENCY NAME Asian Pacific Forest Lake Pty Ltd t/a @ap-realty

ADDRESS Shop H/255 Forest Lake Boulevard
PO Box 4292, Forest Lake QLD 4078

PHONE (07) 3372 0400

EMAIL rentals@ap-realty.com.au

PROPERTY ADDRESS FOR RENT:

NAME OF APPLICANT FOR CONTACT REGARDING THIS CURRENT APPLICATION STATUS

Name:

Phone:

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- One Application is to be completed per person.
- **This Application will not be processed unless it is completed IN FULL, including copies of supporting documents attached as required.**

Refer to the list below for accepted documents. Submit copies of ALL documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK - TICK WHICH DOCUMENTS ARE BEING SUBMITTED

- Passport OR Drivers Licence Proof of Age Card (if applicable)
- Up-to-date Tenancy Ledger 2 Most Recent Pay Slips
- Bank/Credit Card Statement Telephone Account Electricity Account OR Gas Account

IMPORTANT: Should this application be successful you will be required to:-

- Pay an amount equal to 1 weeks rent to secure the property, within 24 hours.
- **If you change your mind and withdraw your application – penalty charges may apply and one week's rent will NOT be refunded.**
- Sign the General Tenancy Agreement, and pay an additional amount equal to 5 weeks rent (1 weeks rent plus Bond, being 4 weeks rent), within 4 business days.

APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION, I HAVE ...

- Inspected the property both internally and externally & accepting as is when viewed.
- Completed and signed the Application form **IN FULL**, including the Privacy Disclosure Statement.
- Attached photocopies of documents.
- Completed the Pet Application & Agreement form **IN FULL**, if applicable.

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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 will 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 and, if requested by the landlord.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for @ap-realty 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

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of @ap-realty. I authorise @ap-realty 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 @ap-realty subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au or 1902 220 346.

I authorise @ap-realty 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 @ap-realty to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

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 and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Email Address	
Mobile Number	

Applicant's Details

Name:	Address:			
Date of Birth:	Place of Birth:			
Drivers Licence No.:	Expiry:	State Issued:	Passport No:	Expiry:
☒ Home:	☒ Mobile:	☒ Business:		
Email:				

Australian Citizen

Yes No: attach copies of Passport and Visa Visa Expiry Date:

Current Tenancy Details if applicable

Rent per week: \$	Period of occupancy:	Years	Months
Agent/Landlord:	☒ Business:	Fax:	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes <input type="checkbox"/> No	Why:	

Previous Address

Address:			
Rent per week \$	Period of occupancy:	Years	Months
Agent/Landlord:	☒ Business:	Fax:	

Employment

Current Employer:	Your Position:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Length of Employment:	Years	Months	Pay day is: of each: Week/Fortnight/Month
Payroll / Manager's Name:	Fax:	☒ Business:	

If Self Employed

Company Name:	Trading As:		
Address:	ABN:		
Period self employed:	Years	Months	Industry/ Nature of Business:
Accountant Details:	☒ Business:		
Creditor Reference:	☒ Business:		

If a Student or Not Currently Employed

Student ID #:	Institution:	Course:	Duration:
Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Details of all Vehicles to be kept at Property

Registration No:	Model :	Owned / Hired/Rented: Owned
Registration No:	Model:	Owned / Hired/Rented: Owned

Pets No Yes: Refer to Pet Application and Agreement

Who will be Residing at the Property - include all Children under 18 years of age

Name	Address	Age

Emergency Contact Details of Closest Relatives who will NOT be Residing with You

1. Name:		2. Name:	
Address:		Address:	
Relationship:	{ H:	Relationship:	{ H:
{ W:	{ M:	{ W:	{ M:

Personal Reference - who are NOT Relatives

Name	Occupation	{ Business Hours Contact
1.:		{ Mob: { Work:
2.:		{ Mob: { Work:

Declarations – Applicant to Complete and Provide Details as Required

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 of _____ months
 at a rental of \$_____ per week
 commencing on _____

I have sighted a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if this Application is approved then, within 24 hours, an amount of 1 weeks rent is payable

To be paid by DIRECT DEPOSIT or directly to the agent via EFT. ***NO CASH***

<u>ITEM</u>	<u>CALCULATION</u>	<u>PAYABLE</u>	<u>IMPORTANT NOTES</u>
<i>Holding Deposit – 1 x weekly rent</i>	\$ =	\$	<i>Must be paid when application is approved.</i>
<i>Rent – 1 x weekly rent</i>	\$ =	\$	<i>Must be paid before lease commences.</i>
<i>Bond – 4 x weekly rent</i>	4 x \$ =	\$	<i>Must be paid before entry to the property is permitted, or any keys are issued.</i>
Total of 2 weeks rent plus Bond		\$	TOTAL MUST BE PAID BEFORE LEASE COMMENCES.

APPLICANT'S SIGNATURE _____ **Date** _____