

TENANCY APPLICATION



Stacey Lee Realty	
11/188 Stratton Terrace, Manly QLD 4179	
07 3399 2966	
stacey@staceyleerealty.com.au	

I WISH TO APPLY FOR: (write address here) _____

PLEASE READ prior to completing your Application

- One Application is to be completed per person.
- We 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 applicants and an amount, equal to 2 weeks rent is to be paid** using Electronic Funds Transfer (EFT) to our trust account, or by Money Order or Bank Cheque made payable to Stacey Lee Pennicott t/as Stacey Lee Realty – Trust Account.
- 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.
- If emailing your Application and documents, please call or SMS our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Photo ID	30
<input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other ID from Government eg Pension Card, Student Card	15
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	20
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	15
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Applicant Checklist - Before I submit this Application, I have;

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of fees and charges		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

How did you find out about this Property

Website Newspaper Agency contact Sign Referral Other

Applicant's Details

Name

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

Home

Mobile

Business

Email

Current Address:

Current Tenancy Details if applicable

Rent \$ Per week / fortnight / month Period of occupancy Years Months

Agent/Landlord

Business

Fax

Reason for leaving

Have you ever been evicted from a premise? Yes No Are you currently in debt to any Landlord/Agent: Yes No

Previous Address:

Situation: Renting / Owned / Other Other situation:

Rent \$ Per week / fortnight / month Period of occupancy Years Months

Reason for leaving

Agent/Landlord

Business

Fax

Employment

Current Occupation

Employer/Business Name & A.C.N. /Centrelink Details:

Length of Employment Years Months Employment Type: Weekly Income: \$

Address: Contact: Business

If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Months Industry/ Nature of Business

Accountant Details Business

Creditor Referee Business

Income – specify \$Gross per annum and provide verification

• Employment \$

• Self Employment – provide Accountant letter to verify \$

• Other: \$

TOTAL \$

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:

Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other

Vehicle to be kept at Property

Registration No

Model

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Number of Adults:

Number of Dependents:

Number of Smokers:

Full name/s of adult/s and dependents to reside on the Premises:

1. _____
2. _____

3. _____
4. _____

Pets

No

Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You (Note: this information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.)

1. Name	2. Name
Address	Address
{ M	{ M

Referees who are not Relatives

1. Business Referee:	{ P	Relationship:
2. Personal Referee:	{ P	Relationship:

Declarations – Applicant to Complete PRIOR TO signing this Application

Was your Bond at your last address refunded in full? Yes No Explain: _____

I declare the information provided is true and correct. I consent to the agent verifying details via 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 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.

Pre-moving in costs as itemised below are to be paid by using **EFT or money order or BANK CHEQUE made payable to ACCOUNT NAME: STACEY LEE PENNICOTT T/AS STACEY LEE REALTY – TRUST ACCOUNT**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE KEY COLLECTION
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond rent must be paid within 24 hours of Application approval
		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

AGENT'S SIGNATURE

Date

STACEY LEE REALTY
11/188 Stratton Terrace, Manly QLD 4179
Ph: 07 3399 2966

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

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **STACEY LEE REALTY**. I authorise **STACEY LEE 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 STACEY LEE REALTY subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **STACEY LEE 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 **STACEY LEE REALTY** 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 -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. MOVEMEIN is authorized to contact me direct regarding the CONNECTION of these utility services and I have completed the MOVEMEIN Form or consented to the agency forwarding my contact details.

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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	