

# Tenancy Application Form

8 Edmondstone Street, Newmarket Qld 4051.

Phone 07 3352 5200 Fax 07 3356 4233

Email rentals@leoandco.com.au Website www.leoandco.com.au



Thanks for contacting us and for arranging to inspect one of our properties. If you think the property is suitable for your needs then please read the following information and complete the application form carefully.

**Attention to the following points will ensure that your application is processed quickly.**

- Every adult that will reside at the property is required to complete an application form. One application form per person.
- **Ensure that the application form is signed. The space for your signature is clearly marked on the base of pages 1 and 2 and half way down page 3. If the form is not signed on all pages we cannot begin to process your application.** There is an optional utility connection and disconnection service on the last page of the application. This is a free service.
- Ensure that all relevant details are completed. Current address, means of income, emergency contacts etc. Ensure that you provide us with all your supporting documentation.

What supporting documents do we require?

- ❖ Identification - **We require a minimum 100 points of ID.**
  1. Drivers License, Passport, 18+ Card, Birth Certificate **50 Points each**
  2. Phone, Electricity or Gas account. Bank Statement, Credit Card, Medicare Card **25 Points each**
- ❖ Proof of income – **We require a copy of 2 items from the following list.**
  1. 2 Current Payslips
  2. Employment Contract
  3. Centrelink Statement
  4. Bank Statement Demonstrating Regular Income/Deposits eg. Self Funded Retirees
  5. Letter of Financial Support From Family Members
  6. Copy of Last Tax Return – Self Employed

**If your application is approved you will be required to pay the Bond and the first 2 weeks rent immediately. Once payment is received we will make a time for you to come in to the office, sign the tenancy documents and discuss the tenancy. A copy of the Lease Agreement is available on request and will be provided automatically to the approved applicant/s.**

***Rent Payments - Our office prefers RentPay for payment of rent. RentPay offers Australia Post Bill Pay (cash payments can be made at Australia Post), Bpay and Direct Debit facilities from your Savings, Cheque or Credit Card accounts. Fees and Charges apply when using RentPay, the minimum monthly charge is \$3.00. For a full list of applicable fees and charges please visit the RentPay website at www.rentpay.com.au. We also accept Personal Cheques, Bank Cheques and Australia Post Money Orders.***

We have tried to keep the application process simple and relevant, if you have any questions or concerns please let us know. If you have supplied everything required we aim to have your application processed and to provide you with an answer on or before the next working day.

I the applicant declare that the information provided in and with this application is true and correct and that I have supplied it of my own free will. I acknowledge and accept that if this application is rejected the agent is not obliged to give a reason and that my personal information will be returned to me on request, otherwise it will be destroyed by the agent. I understand that should this application be approved payment of the first two weeks rent as well as the rental Bond is required immediately. Until such payment is received by the Agent I understand that the property remains available to other prospective tenants. Payment of the first two weeks rent is non-refundable and confirmation that I (the tenant) will be proceeding with the tenancy.

**Applicant signature.....Date.....**

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Property Address.....

I have inspected the property and wish to make application to rent the property for a period of ..... months at a rental price of \$..... per week with a tenancy starting on the ..... I agree to pay a Rental Bond on the property equivalent to 4 weeks rent.

Full name.....D.O.B.....

Home phone.....Work phone.....Mobile.....

Email.....Drivers License No.....

Make/Model/Colour of Car .....Car Registration.....

Current Address..... Rent paid \$.....

Name of Agent/Owner..... Phone.....Fax.....

Address Agent/Owner.....

Reason for Leaving.....Period of Occupancy.....

Previous Address..... Rent paid \$.....

Name of Agent/Owner..... Phone.....Fax.....

Address Agent/Owner.....

Reason for Leaving.....Period of Occupancy.....

Occupation.....Period of Employment.....Weekly Income.....

Employer.....Address.....

Phone.....Name of contact.....

If self employed: Name of business .....A.B.N.....

Industry.....Business Address .....

Weekly Income .....Name of Accountant.....Phone .....

If student: Name of University/Tafe .....Degree/Course and Year Level.....

Do you receive Government/Centrelink Payments Yes/No (Please provide statements)

Children: List the names and ages of all dependant children who will live at the property

Is someone else applying with you to rent this property? If so name(s) .....

Pets: Yes/No What Type and What Breed? ..... How Many?.....

Are they registered with the appropriate Council? Yes / No

In case of Emergency please contact: Name (Not living with you).....

Address.....Relationship.....Phone.....

Applicant signature.....Date.....

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Please ensure to take the time to read this Privacy Statement carefully. As Professional Property Managers Leo & Co Property Management collects and holds personal information about you. You can ask for access to the personal information we have about you by contacting our office. Please call during office hours (07) 3352 5200.

**A full copy of our Privacy Policy can be viewed at our website, www.leoandco.com.au.**

As Professional Property Managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To process your application and to carry out our responsibilities during the term of your tenancy, we may need to disclose your personal information to: The Landlord, the Landlords lawyers, the Landlords mortgagee / insurers, Referees you have nominated, Organizations / Trades people required to carry out maintenance to the premises, Rental Bond Authorities, Residential Tenancy Tribunals / Courts, Mercantile Agents, Tenancy Databases including (but not limited too), TICA and NTD, Other Real Estate Agents and Landlords, Government departments including (but not limited to) Centrelink, Australian Tax Office, Office of Fair Trading and the Police. We also collect you personal information to : Enable us, or the landlords lawyers, to prepare the lease / tenancy documents for the premises, Allow organisations/tradespeople to contact you in relation to maintenance matters, Pay / release rental bonds to / from Rental Bond Authorities (where applicable), Refer to Tribunals, Courts, Statutory and Government Authorities (where necessary), Refer to Mercantile Agents / Lawyers (where default enforcement action is required), Refer to Landlords Insurer's, Check / Report your conduct as a tenant to any Tenancy Databases including (but not limited too) TICA and NTD. Confirm your Employment details, Enable us to obtain information / references from your current and previous landlords. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client – the Landlord, or carry out our duties as professional property managers. Consequently we then cannot provide you with the lease / tenancy of the premises.

**I have read this statement and consent to the use and disclosure of the above information.**

**Signature.....**

**Print Name.....Date.....**

## REQUEST FOR RENTAL REFERENCE

AGENCY..... FAX NUMBER.....

Our office has received an application for tenancy from the person noted above. The applicant is a present or past tenant of yours and has authorized us to collect information about the tenancy from your office by signing the Privacy Consent Form above. **Would you kindly complete the following questionnaire and provide a copy of the tenant's rental ledger.**

Applicants Name/s.....

Previous Rental Address.....

- Was the applicant listed as a lessee? Yes / No
- How much was the property rented for? \$.....
- Is / Did your office terminating / terminate the tenancy? Yes / No. If Yes – reason/s.....
- Was the tenant ever in arrears during the tenancy? Yes / No
- Did the applicant receive any Notice to Remedy's? Yes / No. If Yes – reason/s .....
- Did the tenants care for the property? Yes / No
- Was any damage noted during inspections? Yes / No
- Were pets kept on the premises? Yes / No
- Did the tenants leave the property neat and tidy? Yes / No
- Was or is it likely that the Bond will be refunded in full? Yes / No. If No – reason/s.....
- Are there any unresolved issues with the tenants? Yes / No
- Were the tenants easy to deal with? Yes / No
- Would you rent to them again? Yes / No

**Would you kindly fax the completed form today with a copy of the tenant's ledger to 07 3356 4233. Thank you for your assistance and have a great day. ☺**

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

Address for Connection: \_\_\_\_\_

Connection date: \_\_\_\_\_

Contact Phone number/s: \_\_\_\_\_ / \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**UTILITY CONNECTION- This is a FREE service that connects all your utilities**

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



- |                                      |  |                                  |                                    |                                 |
|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas               | <input type="checkbox"/> Phone   | <input type="checkbox"/> Internet  | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Removals    | <input type="checkbox"/> Truck or van hire | <input type="checkbox"/> Cleaner | <input type="checkbox"/> Insurance |                                 |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION: By signing this application, you:**

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application

Signature of Applicant : \_\_\_\_\_ Date...../...../..... Application sent to Direct Connect (if required)

Once complete Fax to 1300664185