

# 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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**Direct Connect** Free No Obligation Utility Connection Service

**Take the hassle out of your move! You choose your suppliers and we'll set everything up for you . . . it's easy and it's FREE!**



Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity  Internet  Gas  Phone  Pay TV  Insurance

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

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

\_\_\_\_\_

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

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

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

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ P:1300664715 F: 1300664185

W: www.directconnect.com.au

**Once complete Fax to 1300664185**