

Residential Tenancy Application



PLEASE ENSURE YOU HAVE READ THROUGH AND COMPLETED THE ENTIRE APPLICATION AND THAT YOU UNDERSTAND ALL TERMS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: A separate application must be completed for each tenant applying

Property

Lodge this application:

In person at Civic Fair Shopping Centre, 280 Newnham Road, Wishart OR by fax 07 3343 7422 OR by email to info@bradbells.com.au

Your Details			
Full Name			
Mobile		Home Ph	
D.O.B		Sex	
Number of dependents		Ages	
Driver's Lic No.		State	
Car Reg No.			
Passport No.		Country	
Current Address			
Period of Occupancy		Reason for leaving	
Current Owner/Agent		Owner/agent Contact ph	
Address of current owner/agent			
Email			
Previous Address			
Period of occupancy		Reason for leaving	
Previous Owner/Agent		Previous Owner/agent contact ph	
Email			
Personal Referees (Not Relatives)			
This section must be completed in full with daytime contact numbers provided. Your application may be delayed if this information is not provided in the first instance.			
Referee One			
Name		Mobile	
Home Ph		Work Ph	
Address			
Relationship		Known Since	
Referee Two			
Name		Mobile	
Home Ph		Work Ph	
Address			
Relationship		Known Since	

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Students - Students MUST attach proof on income received through benefits or wages			
Institution		Course	
Graduation Date		Student Number	
Study Load (circle)	Full Time/ Part Time	Mode	Internal/External
Centrelink Benefit	Yes/ No	Amount/week	\$
Parent/Guardian Name		Phone	
Address			
Income Details – must state details for approval			
If income is based on Centrelink Benefits, please provide copies of relevant statements			
Occupation		Employer	
Employer Ph #1		Employer Phone #2	
Address			
Contact Name		Fax	
Length of Employment		Full Time/ Part time (circle)	Hours per week:
If less than 6 months, previous employer name			
Contact Phone		Fax	
Address			
If self employed			
Must provide business details and two business referees			
Name of Business		Industry	
Contact Phone		ABN	
Address			
Net Salary/week	\$	Accountant Name	
Accountant Phone		Accountant Fax	
Business Referee One			
Business Name			
Contact Name		Position	
Address			
Phone		Fax	
Business Referee Two			
Business Name			
Contact Name		Position	
Address			
Phone		Fax	
Next of Kin			
In case of emergency			
Name		Relationship	
Address			
Phone (H)		Phone (M)	
Pets			
Registered	YES / NO (circle)	Type	
	YES / NO	Where Registered	

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Please list all people that will be living at the property		
Name	D.O.B	Relationship

Authority

I, the Applicant, do solemnly and sincerely declare that the above information is true and correct and that I have supplied this information at my own free will. I HEREBY AUTHORISE the letting agent to conduct any and all enquiries and/or searches are required to verify the information contained in this application. This authorisation includes the performance of a search with the Tenancy Information Centre of Australia (TICA).

I, the Applicant, solemnly and sincerely declare that I am not bankrupt. I have inspected the above mentioned premises and wish to take a tenancy, in its current condition, for a period of ____ months from ____ / ____ / ____ at a rental price of \$_____ per week and that the rent to be paid is within my means.

I also undertake to pay a Rental Bond which is equivalent to four (4) weeks rent, upon the signing by me of the tenancy agreement.

It is agreed that immediately upon communication of acceptance of this application by the landlord or their agent, that a deposit of two weeks rent shall be paid within 24 hours of notification, whereupon this tenancy shall be binding.

Please note that should your application be unsuccessful, your application and all supporting documentation will be destroyed 24 hours after notification has been given.

Applicant's Name:

Applicant's Sign: Date:

Witnessed By: Date:

PLEASE PRESENT YOUR IDENTIFICATION FOR PHOTOCOPYING

Applicant's Checklist

To help us process your application as quickly as possible, please ensure that the following has been completed before handing in your application.

100 Points of identification has been provided for photocopying

Last FOUR rent receipts	50 Points	Yes/ No
Passport	50 Points	Yes/No
Drivers License or 18+ card	50 Points	Yes/No
Other Photo ID	30 Points	Yes/No
Citizenship Certificate	50 Points	Yes/No
Written Reference from previous agent with phone number	20 Points	Yes/No
Copy of Telephone/Electricity/Gas Account	10 Points	Yes/No
Copy of current car registration	10 Points	Yes/No
Copy of Birth Certificate	50 Points	Yes/No
Medicare or Bank Card with your name	10 Points	Yes/No

Please ensure we have the contact number of your current Lessor or agent so that we can contact them with your rental details.

If you are a student, please ensure we have a copy of your most recent Austudy statement, or if self-funded, a copy of your bank statement.

If you are self-employed, please ensure we have the contact details of your accountant so we can confirm your details.

Please ensure we have the contact number of your Employer so we can confirm your employment.

Please ensure you have filled in the back of the front page of the application, including when you would like to move into the property, how much per week you are willing to pay and your preference for a Six to Twelve month lease.

Please check that you have read and signed the privacy statement on the back of the front and second page of the application.

Notes:

Please note that you are able to apply for more than one property, just make sure you clearly show which property is your first preference, second preference, etc.

If you are moving in with someone else, please note we cannot begin processing your application until we have had applications submitted by all applicants.

Should you have any questions while filling out your application, please contact our office on 07 3343 2099.

Privacy Act Acknowledgment Form for Tenant Applicants and Approved Occupants

This form provides information about how we, the below named agent, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name	Brad Bell Real Estate
Address	280 Newnham Road, Wishart QLD 4122
Phone	07 3343 2099
Fax	07 3343 7422
Email	info@bradbells.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with a tenancy for the property. In order to assess your application we disclose your personal information to:

- The Lessor/owner for approval or rejection of your application;
- TICA Default Tenancy Control P/L to assess the risk to our clients and verify the details provided in your tenancy application;
- Referees to validate information supplied in your application;
- Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded.
- Refer to TICA Default Tenancy Control P/L to record details of your tenancy history.
- Refer to the Lessor/owner's insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you have requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control P/L (ABN 84 087 400 379) is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on our databases. To obtain your information from TICA Default Tenancy Control P/L proof of identity will be required and can be made in any of the following ways:

Phone – 1902 220 346; calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone);

Mail – TICA Public Inquiries P.O. Box 120 Concord NSW 2137; a fee of \$14.30 plus stamped self addressed envelope is required.

Primary purpose, TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system other than from government departments and/or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows: Name, date of birth, drivers license number, proof of age card number and/passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy policies or by contacting TICA on the Helpline 1902 220 346, charged at \$5.45 per minute inc. GST (higher from mobile or pay phones. If your personal information is not provided to TICA the member may not proceed with processing your application and you may not be provided with the rental property.

Applicant's Name:

Applicant's Sign: Date:

Witnessed By: Date:

Property Inspection Declaration

I/we hereby warrant and acknowledge that I/we have carried out a full inspection of the above property and agree that it is suitable for myself/us to take occupancy.

I/we are satisfied with the condition of the property and its grounds.

I/we also acknowledge that upon approval of my/our application for the above property a deposit of two weeks rent is to be paid to the managing Agent, *Brad Bell Real Estate* within 48 hours of being approved.

I/we are aware that there was a copy of the General Tenancy Agreement Form 18a for the above mentioned property available for perusal at the open house for the property in question and agree to all the standard and special terms and conditions therein mentioned.

Applicant's Name:

Applicant's Sign: Date:

Witnessed By: Date:

Please note: Applications will NOT be processed if this form is not completed.