

# TENANCY APPLICATION



Corner Gordon and Wood Streets  
(PO Box 1) Mackay Queensland 4740  
Ph: (07) 4957 7373 • Fax: (07) 4953 1550  
Website: [www.hughreilly.com.au](http://www.hughreilly.com.au)  
Email: [mail@hughreilly.com.au](mailto:mail@hughreilly.com.au)

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

## Please read prior to completing your Application

- **One Application is to be completed per person.**
- Applicants are to supply their own photocopies of documentation required. This application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. **PLEASE NOTE THIS MUST INCLUDE A DRIVERS LICENCE, PASSPORT OR 18+ CARD AND CURRENT WAGE ADVICE (Pay Slips).** Your original drivers licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> <b>Drivers Licence, Passport, 18+ Card or Tenant Ledger from Real Estate Agent</b>	40
<input type="checkbox"/> <b>Birth Certificate, Other Photo ID, Current Wage Advice, Rates Notice (if owner occupier)</b>	30
<input type="checkbox"/> <b>Previous two rent receipts from real estate</b>	20
<input type="checkbox"/> <b>Showing name and address - Current vehicle registration certificate, Bank Statement, Telephone, Electricity, Gas Accounts, Pension Card, Health Care Card, Private Health Card, Medicare Card</b>	10
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS</b>	

- **This application cannot be processed until it is complete with copies of supporting documents attached.**
- Our Agency staff will contact you within 1 week. If the Application is approved, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque within 24 hours of acceptance.

## Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID**
- Inspected the Property both internally and externally**
- Have sighted a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB 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**

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

- Website: www.       Newspaper     Agency contact     Sign     Referral     Other Agent
- Other:

### Applicant's Full Name and Current Address

Name \_\_\_\_\_ Address \_\_\_\_\_

### Personal Details

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No \_\_\_\_\_ Expiry Date \_\_\_\_\_

### Applicant's Contact Details

Home       Mobile       Business      Email \_\_\_\_\_

### Australian Citizen

Yes     No: Refer to copies of Passport and Visa attached    Visa Expiry Date \_\_\_\_\_

### Current Tenancy Details - If you own your own home please supply a rates notice.

Rent per week      \$ \_\_\_\_\_      Period of occupancy \_\_\_\_\_      Years \_\_\_\_\_      Months \_\_\_\_\_

Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

Do you expect the Bond to be refunded in full     Yes     No    Why: \_\_\_\_\_

### Previous Address – If you were previously an owner/occupier please supply a rates notice.

Address \_\_\_\_\_

Rent per week      \$ \_\_\_\_\_      Period of occupancy \_\_\_\_\_      Years \_\_\_\_\_      Months \_\_\_\_\_

Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

### Employment

Current Employer \_\_\_\_\_

Full Time       Part Time       Casual       Contract

Your Position \_\_\_\_\_ Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Payroll / Manager's Name \_\_\_\_\_ Fax \_\_\_\_\_  Business \_\_\_\_\_

Nett Income(as declared to Australian Taxation Office)    \$ \_\_\_\_\_    per week / fortnight / month (circle frequency)

**If Self Employed** - Proof of income is required. This may include a Profit & Loss Statement or a letter from your accountant stating your income (this must be on your accountant's letter head)

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_

Address \_\_\_\_\_ ABN \_\_\_\_\_

Period self employed      Years \_\_\_\_\_      Months \_\_\_\_\_      Industry/ Nature of Business \_\_\_\_\_

Total Annual Income (as declared to Australian Taxation Office)    \$ \_\_\_\_\_    *Attach income statement by Accountant or ATO Return*

Accountant Details \_\_\_\_\_  Business \_\_\_\_\_

Creditor Referee \_\_\_\_\_  Business \_\_\_\_\_

Creditor Referee \_\_\_\_\_  Business \_\_\_\_\_

## If a Student or Not Currently Employed

Student ID #                      Institution                      Faculty                      Course                      Duration

Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter     Centerlink Document     Bank Statements                       Austudy Document                       Other

## Details of all Vehicles to be kept at Property

Registration No                      Model                      Owned / Hire Purchase

Registration No                      Model                      Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age
------	---------	-----

**Pets**     No     Yes: Refer to attached Pet Application and Agreement completed

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

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

## Personal Referees who are not Relatives

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

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?     No     Yes:

Are you in debt to another Lessor or Agent?     No     Yes:

Is there any reason known to you that would affect your ability to pay rent when due?     No     Yes:

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

Was the Property in a satisfactory condition when you inspected it? If not, list requests.     Yes     No:

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 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 **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
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 equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

Date

Agency Representative

Date

**HUGH REILLY REAL ESTATE**  
**98 Wood Street, Mackay**  
**(07) 4953 5006**

**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 **Hugh Reilly Real Estate** 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 Hugh Reilly Real Estate. I authorise Hugh Reilly Real Estate 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 **Hugh Reilly Real Estate** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Hugh Reilly Real Estate** 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 Hugh Reilly Real Estate 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 -

**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**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	