

APPLICATION FOR TENANCY

- The Application Form must be Completed and Fully Signed
- One Application for Each Adult
- By submitting this Application Form the Applicant agrees to the Application Terms & Conditions.
- It is an Offense to supply false or misleading information.

FOLLOWING ID & DOCUMENTS MUST BE PROVIDED - WITH SIGNED APPLICATION FORM:

IDENTIFICATION – MUST BE PROVIDED:

- | | |
|--|----------------------|
| 1. DRIVERS LICENCE / PASSPORT / 18+ CARD | 2. BIRTH CERTIFICATE |
| | 3. MEDICARE CARD |

OTHER IDENTIFICATION – Minimum of 2 MUST be provided:

- | | |
|--|--|
| ○ Name Change/ Marriage Certificate | ○ Pension Card / Health Card |
| ○ Current Vehicle Registration notice/bill | ○ Phone / Electricity / Gas / Rates etc - bill |

RENTAL HISTORY – MUST be provided :

- | | |
|----------------------------|--------------------------------------|
| ○ Tenant Ledger / receipts | ○ Ownership – Proof eg. Rates notice |
|----------------------------|--------------------------------------|

ALL INCOME PROOF MUST be provided:

- | | |
|--------------------------------|---|
| ○ PAYSLEIPS | ○ CURRENT MONTH BANK STATEMENT |
| ○ CURRENT CENTRELINK STATEMENT | (If Employed plus Centrelink payments – please provide all details) |

SUBMIT THE COMPLETED AND FULLY SIGNED APPLICATION FORM (PLUS ID & DOCUMENTS) VIA:

- At the RealWay Office at 363 Esplanade, Scarness (corner Frank St)
- Email to admin@realwayherveybay.com.au
- Copies of ID submitted must be Witnessed by a Qualified JP or ORIGINAL ID to be shown to Staff.
- ID and Documents can be copied at the RealWay Office by our Staff.
- IF EMAILED – APPLICATION FORM MUST BE SCANNED PDF FORM – NOT PHOTOS OF PAGES.
- Declined applications will be notified via email.

Thank you, Property Management Team

APPLICATION DETAILS: (to be completed by ALL Adult Applicants and unaccompanied minors)

Item

1. TENANCY DETAILS

RENTAL PROPERTY Applying For: _____

Lease Start Date Requested: ____/____/____ **OR ASAP** **Lease Term Requested:** 6 / 12 / ____ months

Rent: \$_____ per week / month **Bond:** \$_____ (Equal to four weeks rent)

Will the Applicant be applying for a Bond Loan? Yes / No Rental Grant? Yes / No

2. APPLICANT DETAILS **Complete One Application for Each Adult**

FULL NAME: _____

Have you/are you known by any other Name/s: NO / YES - Name: _____

Mobile: _____ **Home Phone:** _____ **Work Phone:** _____

Email: _____

Date of Birth: ____/____/____ **Medicare Card No:** _____

Licence/Passport /18+ Card No: _____ **State of issue:** ____ **Vehicle Rego No:** _____

3. APPLICANT'S RESIDENTIAL HISTORY COMPLETE ALL – including contact details for each:

CURRENT ADDRESS: _____

Renting / Boarding / Owner: _____ Period of Occupancy: _____ months / years

Landlord / Agent / Referee – Name: _____

Phone: _____ Email: _____ Fax: _____

Rent: \$ _____ per week / month Reason for Leaving: _____

PREVIOUS ADDRESS: _____

Renting / Boarded / Owned: _____ Period of Occupancy: _____ months / years

Landlord / Agent / Referee – Name: _____

Phone: _____ Email: _____ Fax: _____

Rent: \$ _____ per week / month Reason for Leaving: _____

OTHER PREVIOUS ADDRESS: _____

Renting / Boarded / Owned: _____ Period of Occupancy: _____ months / years

Landlord / Agent / Referee – Name: _____

Phone: _____ Email: _____ Fax: _____

Rent: \$ _____ per week / month Reason for Leaving: _____

Have you ever been Evicted? NO / YES - Why? _____

Are you in Debt to any Landlord/Agent? NO / YES - Details: _____

4. APPLICANT'S INCOME / EMPLOYMENT COMPLETE ALL – including contact details:

CURRENT JOB: _____ Employer: _____

Supervisor/Contact: _____ Ph: _____ Email: _____

Weekly Income: \$ _____ nett/gross Period: _____ months / years

ATTACH CURRENT - PROOF OF INCOME - LAST 2 PAYSLIPS / CURRENT BANK STATEMENT

NEW JOB/TRANSFER: _____ Employer: _____

Supervisor/Contact: _____ Ph: _____ Email: _____

Weekly Income: \$ _____ nett/gross Period: _____ months / years

ATTACH JOB LETTER / CONTRACT OF EMPLOYMENT

SELF EMPLOYED: _____ Business Name: _____ ABN: _____

ATTACH - CURRENT ACCOUNTANT INCOME STATEMENT / TAX / BANK STATEMENT

SELF FUNDED RETIREE: Pension/Fund details: _____ Weekly \$ _____

ATTACH – CURRENT BANK OR FUND STATEMENT

CENTRELINK BENEFITS: Type of Benefit: _____ Weekly: \$ _____

ATTACH - CURRENT FULL CENTRELINK STATEMENT OR CURRENT BANK STATEMENT

5. USE OF PREMISES Will the property be used for Business Purposes NO / YES

If Yes - Details _____

6. OTHER OCCUPANTS / DEPENDANTS Number of: Adults: _____ Children: _____ Smokers: _____

Full Name/s of all Adults and Children:

1. _____ Age: _____ 3. _____ Age: _____

2. _____ Age: _____ 4. _____ Age: _____

7. REFEREE'S DETAILS

Business Referee: _____ Relationship: _____ Mob: _____
Personal Referee: _____ Relationship: _____ Mob: _____

8. EMERGENCY CONTACT DETAILS – NOT AN APPLICANT/NOT LIVING WITH APPLICANT

Name: _____ Relationship: _____ Mobile: _____

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.

9. PET/S NO / YES If Yes - Pet Application Form **MUST** be completed and signed.

10. RENT PAYMENT METHODS

Please note that The Tenant must pay the rent in the approved ways as indicated below:

1. Deposit to a Financial institution account nominated by the Landlord/Agent
2. Internet Banking
3. Direct Debit via the Tenant/s Financial institution

11. ADDITIONAL CONDITIONS

Form 18a General Tenancy Agreement plus any Special Terms will be available upon request.

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (include Standard and Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008. **YES / NO**

Tica Privacy Disclosure Form & Terms Of Application & Privacy Statement

Tica Privacy Disclosure Form: This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO Box 120, Concord NSW 2137.

TICA Primary Purpose The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers licence number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Terms of Application & Privacy Statement

1. Definitions

In this Application for Tenancy the following terms mean:

(1) **Data Collection Agency:** means an agency or organisation that collects real estate data to provide information to the real estate, finance and property valuation industries to enable data analysis.

(2) **Personal Information:** means personal information as defined in the Privacy Act 1988 (CTH).

2. Applicant's Warranty

The Applicant/s warrant/s:

- (1) The details provided on their Application Details Sheet are true and correct; and
- (2) No applicant is bankrupt or insolvent.

3. Applicant/s Agree/s

The Applicant/s agree/s:

(1) where the Applicant has been given a Form 18a General Tenancy Agreement (Including Standard and any Special Terms) in accordance with *Section 58 of the Residential Tenancies and Rooming Accommodation Act 2000*, then:

- (a) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 3(2);
 - (b) upon the signing of the General Tenancy Agreement, to pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the General Tenancy Agreement;
 - (c) the Applicant/s will forthwith upon receipt of same, sign the completed General Tenancy Agreement;
 - (d) this Application for Tenancy, unless accepted, creates no contractual or legal obligations between the parties; and
- (2) that the Landlord/Agent are not required to give an explanation to the Applicant/s for any Application not approved.

4. Holding Deposit – Not applicable.

5. Privacy

5.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988 (CTH)) and where required maintain a Privacy Policy.

5.2 The Privacy Policy outlines how the Agent collects and uses Personal Information provided by you as the Applicant/s, or obtained by other means, to assess your application for tenancy and provide the services required by you or on your behalf.

5.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies, insofar as such information is relevant to the managing and/or leasing of the Premises; and/or
- (2) residential tenancy databases for the purpose of confirming details in your tenancy application and enabling a proper assessment of the risk in providing you with the lease; and/or
- (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; and/or
- (4) previous managing agents or landlords and nominated referees to confirm information provided by you; and/or
- (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's service; and/or
- (6) Body Corporates.

5.4 Documents or copies of documents provided to establish the identity of the Applicant/s or persons entitled to deal on behalf of the Applicant/s, will be retained by the Agent in accordance with the Australian Privacy Principles and will not be used for any purpose other than confirming the identity of such person/s.

5.5 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

5.6 The Applicant/s have the right to access such Personal Information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

5.7 If this Application is not accepted by the Landlord/Agent or is withdrawn by the Applicant/s, all information contained in this Application and the copy of any tenancy agreement remains confidential. This does not prevent any party making a disclosure required by law and does not include information normally in the public domain.

5.8 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

6. Data Collection

Upon signing this Application, the parties agree the Agent, may without disclosing Personal Information collect, use and disclose to Data Collection Agencies information contained in this Application and any subsequent tenancy agreement.

7. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

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

The Applicant has understood and agrees to the terms and conditions listed within the Application Form including but not limited to the TICA Privacy Disclosure Form and the Terms of Application & Privacy Statement.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

DATE: ____/____/____

RENTAL REFERENCE:

APPLICANT TO COMPLETE & SIGN – this section only:

Agent / Landlord _____ Fax /Email _____

Current / Previous Property Rented _____

APPLICANT NAME/S _____

SIGNATURES _____

In accordance with the Privacy Act, I/We the above-signed authorise the recipient of this request to give information to RealWay Property Consultants Hervey Bay, regarding My/Our rental history. I/We understand this information will be used to assess My/Our application to rent.

OFFICE USE ONLY: RENTAL REFERENCE REQUEST FORM

PLEASE ATTACH A COPY OF TENANT LEDGER.

| | |
|---|---|
| Dates of tenancy | _____ to _____ |
| Reason for vacating if known | _____ |
| Rent amount per week | \$ _____ |
| Was rent paid in advance at all times? | _____ |
| Were any Notices to Remedy Breach issued? | Yes / No _____ If so, Number? _____ |
| For what reason? | _____ |
| Routine Inspections | Immaculate / Good / Satisfactory / Unsatisfactory |
| Were grounds well maintained | Yes / No _____ |
| Were pets kept at the property | Yes / No _____ Any problems? _____ |
| Vacate Inspection | Immaculate / Good / Satisfactory / Unsatisfactory / Damages |
| Was bond refunded in full? | Yes / No _____ Any problems? _____ |
| Any rent/debt owing? | _____ |
| Was the tenant abusive or unco-operative at any time? | _____ |
| Would you rent to this person again? | Yes / No _____ |
| Any additional comments: _____ | |

NAME _____

POSITION HELD _____

DATE _____

EMAIL: admin@realwayherveybay.com.au FAX: 07 4128 4435

PET APPLICATION AND AGREEMENT

RENTAL PROPERTY ADDRESS: _____

PET DETAILS - If more than 2 pets, print and complete a separate Pet Application and Agreement form.

| | PET 1 | PET 2 |
|--------------------------------------|-------|-------|
| TYPE OF PET | | |
| BREED | | |
| NAME | | |
| AGE | | |
| DESCRIPTION / COLOUR | | |
| SIZE – SMALL / MEDIUM / LARGE | | |
| DESEXED | | |

Provide the following with this Signed Application:

- **Copy of Council Registration**
- **Photo of Pet/s**

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms and conditions of Application:

- Any pet/s other than the approved pet/s specified in the General Tenancy Agreement must be first requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor BEFORE the pet/s being allowed onto the premises.
- Pet approval is subject to specific criteria and must be complied with.
- Approval is NOT guaranteed.

Upon Approval by the Lessor the Tenant acknowledges and agrees to the following terms and conditions:

1. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pet/s or their guests pet/s and regardless of their approval status.
2. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
3. The Tenant agrees to arrange for Flea Fumigation (both internal and external) at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor to be carried out by a Professional Pest Control Company complying with Australian Standards.
4. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exemption.
5. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the Premises for the duration of inspections arranged by the Agent with the required notice given.

IF APPROVED BY THE LESSOR: The above-mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. The Tenant is now bound by the Terms and conditions set out in this Pet Agreement as well as the General Tenancy Agreement.

Any Special Conditions: _____

APPLICANT / TENANT SIGNATURES:

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

OFFICE USE ONLY - APPLICATION FOR PET/S: **APPROVED / DECLINED**

REALWAY PROPERTY CONSULTANTS SIGNATURE: _____ **DATE:** _____