

TENANCY APPLICATION

Please be advised that our agency will only accept and process applications that have been completed in full and all applicable information has been provided

PROPERTY ADDRESS YOU ARE APPLYING FOR:

APPLICANTS FULL NAME:

NAME/S AND AGE/S OF ADDITIONAL APPLICANTS TO RESIDE AT THE PROPERTY:

| | | | |
|--------------|-------------|--------------|-------------|
| Name: | Age: | Name: | Age: |
| Name: | Age: | Name: | Age: |
| Name: | Age: | Name: | Age: |
| Name: | Age: | Name: | Age: |

IDENTIFICATION CHECK:

| | | |
|--|---|--------------------------|
| PHOTO ID Applicant MUST have at least one | Australian Drivers Licence | <input type="checkbox"/> |
| | Passport | <input type="checkbox"/> |
| | Proof of Age Card | <input type="checkbox"/> |
| | Other Photo ID | <input type="checkbox"/> |
| INCOME Applicant MUST have at least one | Last 2 Payslips (Current) | <input type="checkbox"/> |
| | Letter of offer | <input type="checkbox"/> |
| | Current Centrelink Income Statement | <input type="checkbox"/> |
| | Current Bank Statement | <input type="checkbox"/> |
| OCCUPANCY HISTORY Applicant MUST have at least one | Last 2 Rent Receipts | <input type="checkbox"/> |
| | Current General Tenancy Agreement | <input type="checkbox"/> |
| | Current Tenant Ledger | <input type="checkbox"/> |
| | Current Rates Notice (if Home Owner) | <input type="checkbox"/> |
| OTHER ID Applicant MUST have at least one | Utilities Statement - eg. Electricity, Phone bill | <input type="checkbox"/> |
| | Car Registration Certificate | <input type="checkbox"/> |
| | Birth Certificate | <input type="checkbox"/> |
| | Medicare Card | <input type="checkbox"/> |
| VISA | Current VISA (if not an Australian Citizen) | <input type="checkbox"/> |



This application **MUST** be completed in **FULL** and all the required identification **MUST** be provided to our agency. Incomplete applications will **NOT** be processed.

Regardless of being a lease holder or not, any person over the age of 18 years and wishing to reside at the property **MUST** submit an application.

OFFER OF TENANCY

I/We are requesting to reside at the property for a period of: 12 months 6 months Other.....

I/We request to commence the lease on:..... Total Number Occupants: Adults Children

I/We request that pets reside at the property: Yes No Rent Per Week:

APPLICANTS DETAILS:

| | | | |
|-----------------|-------------------|---------------------|---|
| First Name: | | Last Name: | |
| Date of Birth: |/...../..... | Drivers Licence #: | |
| Contact Number: | | Australian Citizen: | <input type="checkbox"/> Yes <input type="checkbox"/> No (You MUST attach current VISA) |
| Email: | | | |

CURRENT ADDRESS I am currently RENTING OR I am currently a HOME OWNER

| | | | |
|-----------------------|-------|-----------------|----------------------------|
| Full Address: | | | |
| Term of Occupancy: | years | months | Rent per week: \$ per week |
| Agent/ Landlord Name: | | Contact Number: | |
| Email: | | | |

PREVIOUS ADDRESS

(complete only if current occupancy is less than 2 years)

| | | | |
|-----------------------|-------|-----------------|----------------------------|
| Full Address: | | | |
| Term of Occupancy: | years | months | Rent per week: \$ per week |
| Agent/ Landlord Name: | | Contact Number: | |
| Email: | | | |

EMPLOYMENT / INCOME I am currently EMPLOYEE or I am currently receiving other income (centrelink)

| | | | |
|--------------------------|----|----------------|---|
| Occupation: | . | Employer Name: | |
| NET (After Tax) income: | \$ | per week | Manager Name: |
| Manager Phone & Email: | | | |
| Other NET weekly income: | \$ | per week. | (You MUST supply supporting documentation for other income) |

NEXT OF KIN

(please provide details in case of emergency. Cannot be one of the other occupants)

NAME: _____ CONTACT NUMBER: _____ RELATIONSHIP: _____

REFERENCES

(cannot be related)

NAME: _____ CONTACT NUMBER: _____ RELATIONSHIP: _____

NAME: _____ CONTACT NUMBER: _____ RELATIONSHIP: _____

NAME: _____ CONTACT NUMBER: _____ RELATIONSHIP: _____

SUBMIT YOUR APPLICATION TO:**ONE AGENCY**
FOREST LAKE**In person to:**Shop 11, 120 Woogaroo St
Forest Lake Qld 4078**Or email to:**rentals.in@oneagency.com.au**Got questions? Call:**

(07) 3189 2555

WHAT HAPPENS NEXT

Your application will be processed as a matter of urgency. Upon completion of the processing stage, our agency will then present the application to the owner for their approval. If your application is successful, it is important to note that you will be required to undertake the following **WITHIN 24 hours** of approval:

- Payment of two (2) weeks rent
- Payment of Bond (equivalent to 4 weeks rent)
- All parties will be required to attend the office to sign the General Tenancy agreement

The Property Manager will contact you directly for further details relating to the tenancy. If your application is unsuccessful, you will be notified accordingly. In accordance with the Privacy Act, our agency will NOT keep unsuccessful applications or identification. All documentation will be destroyed. Thank you for applying!

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by, the Australian Privacy Principles; we collect personal information about you on this form to assess your application for Residential Tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current Employer and your Referees.

We will also check whether any details of tenancy defaults by you are held on a Tenancy Default Database.

We may disclose personal information about you to the Owner of the property in which this application relates. We may also send personal information about you to the Owners of any other properties at your request. When we collect information only that which is necessary to perform our functions is collected. This may include, but not be limited to Selling, Marketing, Auctioning, Letting, Management, Refurbishment and Maintenance of Properties.

From time to time we use information supplied to us by commercial database companies for marketing our company services. This is done in accordance with the provisions of the Privacy Act 1988. Prospective clients and customers are given the opportunity to be excluded from any marketing activities and can elect not to receive specific and direct marketing communication from us.

Should you have a complaint that relates to how we have collected or used the information you have provided, we would like the opportunity to remedy the situation. To lodge a complaint, please contact our office on rentals.in@oneagency.com.au or 07 3189 2555. Please Note: Original Applications will not be returned.

WARNING – PLEASE READ CAREFULLY BEFORE SIGNING

1. I have inspected the premises and wish to take a tenancy period of ___ months beginning ___/___/___, at a rental amount of \$ _____ per week. I also undertake to pay a Rental Bond of \$ _____ when I sign the Tenancy Agreement.
2. I, declare that all information supplied is true and correct and that I/We have supplied it of our own free will. I hereby authorise you as the Letting Agent to conduct an enquiry, and/or search, including any tenancy information databases in order to verify the above information. I acknowledge that any false information that is provided in this application could jeopardize this application.
3. I, acknowledge and accept that if this application is rejected, the Lessor/Agent is not legally obliged to give reasons for the rejection. I understand that if my application is unsuccessful, this application form and the identification provided, will be shredded within four (4) weeks of the application being completed.
4. I, the applicant, acknowledge & agree to receiving correspondence via email.
5. I, the applicant acknowledge & agree that if our application is successful I will be required to pay two (2) weeks rent and this money will not be reimbursed if I the applicant decide not to proceed with taking the property. I, agree that no keys for the property will be provided to me by the Letting Agent until the Tenancy Agreement and relevant accompanying documents have been signed and a total equivalent to six (6) weeks rent is received by the agent (first 2 weeks being rent, 4 weeks rent being bond).

APPLICANTS ACKNOWLEDGEMENT & ELECTRONIC TRANSMISSION CONSENT

It is agreed that 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.

Signed this _____ day of _____ year _____

Applicant Signature _____

PET APPLICATION & AGREEMENT

Its important that you complete this form to the best of your ability and include as much information as possible, where possible. Attaching a photograph of your pet/s will also assist with the application. Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is NOT relevant for Guide, Hearing and Assistance Dogs. If unsure, please contact our agency prior to completing this pet application form.

If more than 3 pets, print and complete a separate Pet Agreement form.

WHAT IS CLASSED AS A PET?

A pet, is any animal that will reside with you at the property and requires approval from the Owner. This includes, but is not limited to, Dogs, Cats, Fish, Reptiles and Guinea Pigs. **ANY animal.**

| ITEM | PET 1 | PET 2 | PET 3 |
|------------------|------------------|------------------|------------------|
| TYPE OF PET/S | | | |
| BREED | | | |
| NAME/S | | | |
| DESEXED | YES / NO | YES / NO | YES / NO |
| COLOR/WEIGHT | | | |
| COUNCIL REG # | | | |
| INSIDE / OUTSIDE | INSIDE / OUTSIDE | INSIDE / OUTSIDE | INSIDE / OUTSIDE |

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. 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 pets or their guests' pets and regardless of their approval status.
4. 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 result of actions by their pet/s or their guest's pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are always to be outside, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. 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.
8. By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.

APPLICANTS ACKNOWLEDGEMENT

Print Full Name:

Signature:.....

| OFFICE USE ONLY | |
|-----------------|--|
| APPROVAL GIVEN: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DATE: | ___/___/___ |
| AGENT: | _____ |

Address: Shop 11 120 Woogaroo ST, Forest Lake
Ph: (07) 3189 2555
Web: www.oneagencyforestlake.com.au
Email: rentals.in@oneagency.com.au

DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.
 Simply complete the form below, select the services you would like organised and return this form to your Agent.
 Direct Connect will then contact you to confirm your details and service request.

SERVICES WE *connect*

Direct Connect, our Moving Specialists, providing free service to help connect



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

Please provide your personal details:

| | |
|---|---|
| Title: | First Name: |
| Last Name: | |
| Date of Birth: | |
| <input type="text"/> <input type="text"/> | Day <input type="text"/> <input type="text"/> |
| <input type="text"/> <input type="text"/> | Month <input type="text"/> <input type="text"/> |
| <input type="text"/> <input type="text"/> | Year <input type="text"/> <input type="text"/> |

Please provide your contact details:

Mobile phone no:

Property for connection:

We will contact you to confirm your connection requirements

| | |
|----------------|------------|
| Unit/Floor No: | Street No: |
| Street Name: | |
| Suburb: | |
| State: | Post Code: |



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 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

Date