

Tenancy Application Form



Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent per week:

Number and breed of pet:

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Driver Licence No:

Driver Licence State:

Passport No:

Passport Country:

NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:

Length of time at above address - From:

To:

Rent paid:

Name of Landlord / Agent:

Phone:

Was bond refunded in full?

Yes

No

If No, please specify reasons why:

PREVIOUS RENTAL HISTORY 2 (if current tenancy is less than 6 months)

Previous Address:

Length of time at above address - From:

To:

Rent paid:

Name of Landlord / Agent:

Phone:

Was bond refunded in full?

Yes

No

If No, please specify reasons why:

CURRENT EMPLOYMENT DETAILS

Occupation:

Current Employer:

Employer's Address:

Contact Name:

Contact Number:

Length of Employment:

SELF EMPLOYMENT DETAILS

Company Name:

Business Type:

Business Address:

ABN:

Phone:

Accountant Name:

Phone:

Accountant Address:

INCOME

Net weekly employment income:

Net weekly income from other sources:

Source of other income:

PREVIOUS EMPLOYMENT (if current employment is less than 6 months)

Occupation: Previous Employer:

Employer's Address:

Contact Name: Contact Number:

Length of Employment - From: To:

Net weekly income:

STUDENT INFORMATION

Place of Study: Course Name:

Course Length: Enrolment / Student No:

Campus Contact: Contact Number:

Course Co-Ordinator? Contact Number:

REFEREES

Business Referee: Relationship:

Phone: Mobile:

Personal Referee: Relationship:

Phone: Mobile:

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week or \$	rent per calendar month
----	---------------------	-------------------------

First payment of rent in advance:	\$
-----------------------------------	----

Rental Bond	\$
-------------	----

Tenant's share of cost of preparing tenancy agreement (if applicable)	\$
---	----

Subtotal	\$
----------	----

Less Holding Deposit / Fee (if applicable)	\$
--	----

Amount payable upon signing Tenancy Agreement	\$
---	----

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given on my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

NEW TENANT FACT SHEET

Thank you for your Application...

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application.

With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

NOTIFICATION OF THE RESULTS

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.**

SECURING YOUR TENANCY

Once the application has been approved, an appointment will be made for you to come into the office, within the first 24 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to four (4) weeks rent to secure the property and to sign the lease documents. Please allow approximately 1 hour for this appointment. This is important and must be completed prior to moving in. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Kangaroo Point Rentals Pty Ltd. Once this process is complete, you should go ahead and arrange the connection of services to the property.

KEYS

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

INSURANCE

A reminder that insurance of your personal belongings is your responsibility.

RENT PAYMENT

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by CREDIT CARD, MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques be accepted for this payment.

After this initial payment our preferred method of rent payment is Rental Rewards. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking and Bpay. Your property manager will go into more detail about this payment method if you are approved for this property.

As required by the Residential Tenancies and Rooming Accommodation Act 2008 the costs associated with Payment Gateway are as follows:

Bank Account	\$1.50	BPAY (bank account)	\$2.75
Credit Card (Visa and Mastercard)	1.45%	AMEX	2.53%

Other payment options are cheque, or deduction from pay.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Thank you,

KANGAROO POINT RESIDENTIAL

I/We have read the above information and agree to these terms if our application is accepted:

Applicant Name

Signature

Date

PRIVACY

We are an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this for to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employee and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of Kangaroo Point Residential. I authorise the Kangaroo Point Residential and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me

I authorise the Kangaroo Point Residential and the Agent to disclose:

- details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which the Living Here Office or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- personal information collected about me to the owner of the property even if the owner is resident outside Australia
- personal information collected about me to any third parties - valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will be breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

Where *On the Move* is requested by me to arrange for the provision of connection and disconnection services, I consent to *On the Move* disclosing personal information about me to utility service providers for that purpose and to obtain confirmation of the connection to disconnection. I consent to *On the Move* disclosing confirmation details (including NMI, MIRN and telephone number) to Kangaroo Point Residential or Agent. I acknowledge that *On the Move*, the Living Here Office and the Agent do not accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a utility or for any loss in connection which such delay or failure. Kangaroo Point Residential and the Agent have a commercial relationship with *On the Move*. I acknowledge that *On the Move*, Kangaroo Point Residential and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is not charge to me for the *On the Move* service, normal service provider fees or bonds may apply for which I am responsible.

Applicant Name

Signature

Date

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this

Item		Points	Initial	Item		Points	Initial
Driver Licence	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo Id	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Item		Initial	Item		Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager

Signature

Date