

APPLICATION FOR TENANCY

Property Address: _____

IDENTIFICATION REQUIRED PER APPLICATION (100 Points)

✓ Birth Certificate	70 Points	✓ 3 Recent Rent Receipts	25 Points
✓ Passport	70 Points	✓ Current Vehicle Registration	25 Points
✓ Driver's Licence	40 Points	✓ Bank/Credit Card Statement	25 Points
✓ 18+ Card	40 Points	✓ Bank Account Statement or Proof of Income	
✓ Other Government ID	40 Points	✓ Rates Notice (If you own your own home)	

APPLICANTS TO READ AND COMPLETE BEFORE SUBMITTING APPLICATION

- ✓ I understand that if this Application is approved then within 24 hours of notification of approval, all Applicants are to sign the General Tenancy Agreement and pay full bond and 2 weeks rent.
- ✓ Please stipulate if you are applying for a bond loan – YES / NO
- ✓ Do you have any Tenancy Applications on other properties with other agencies? – YES / NO
- ✓ PAYMENT OF RENT – Northern Realty Pty Ltd does not accept cash or money orders in our office. If you wish to pay via one of these options, you can go into a National Australia Bank (NAB) branch and deposit it into our account (bank account details can be provided). You can also pay via Direct Deposit using internet banking or by Bank Cheque.
- ✓ I wish to apply for the above property for a tenancy period of _____ months, at \$_____ per week commencing on _____.

APPLICANTS CHECKLIST

- ✓ Attached copies of all identification.
- ✓ Applicant has inspected the property both internally and externally.
- ✓ Completed application in full including cover page and privacy disclosure.
- ✓ Applicant has been given a copy of the Form 18A General Tenancy Agreement.

APPLICANT DETAILS

Full Name: _____
Date of Birth: _____ Sex: _____ Marital Status: _____ Smoker – YES / NO
Home: _____ Mobile: _____ Email address: _____
Driver's License: _____ Vehicle Registration: _____
State of Registration: _____ Make & Model: _____

Will dependants reside at the property? YES / NO

If "YES" please list names & ages: _____

Do you have any pets? YES / NO

1. Name: _____ Type: _____ Breed: _____ Age: _____

Registration #: _____ Desexed: YES / NO Vaccinated: YES / NO

2. Name: _____ Type: _____ Breed: _____ Age: _____

Registration #: _____ Desexed: YES / NO Vaccinated: YES / NO

REFERENCES

Personal References

1. Name: _____ Phone: _____ Mobile: _____

Relationship: _____

2. Name: _____ Phone: _____ Mobile: _____

Relationship: _____

EMERGENCY CONTACT

Name: _____ Phone: _____ Mobile: _____

Relationship: _____

CURRENT TENANCY DETAILS

Address: _____

Landlord/Agent: _____ Weekly Rent \$ _____ Business: _____ Ph.: _____

Period of occupancy: _____ Reason for leaving: _____

Was your bond refunded in full? YES / NO

If Not, Why? _____



1/133 Ingham Road, West End 4810
PO Box 7989 Garbutt, 4814
(07) 4724 2360
enquiry@northernrealty.com.au

PREVIOUS TENANCY DETAILS

Address: _____
Landlord/Agent: _____ Weekly Rent \$ _____ Business: _____ Ph.: _____
Period of occupancy: _____ Reason for leaving: _____
Was your bond refunded in full? YES / NO
If Not, Why? _____

EMPLOYMENT DETAILS

Employer's Name: _____ Phone No: _____
Length of Employment: _____ Nett Weekly Income: _____
If employed for less than 6 months
Previous Employer: _____ Phone No: _____
Length of Employment: _____

SELF EMPLOYED

Business Name: _____ ABN: _____
Personal Nett Income per Week \$ _____ Name of Accountant: _____
Accountant Phone Number: _____ How long have you owned this business? _____

IF YOU RECEIVE CENTRELINK PAYMENT/S

Type of payment: _____ Total Centrelink Payment per Fortnight:\$ _____
Type of payment: _____ Total Centrelink Payment per Fortnight:\$ _____

NOTES

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principals. 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 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 on our Agency collects from other sources is necessary for Northern Realty Pty Ltd 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 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 the 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 Northern Realty Pty Ltd, I authorise Northern Realty Pty Ltd 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 Northern Realty Pty Ltd subscribes. I can refer to their Privacy Disclosure Statements via; www.tica.com.au

I authorised Northern Realty Pty Ltd to refer my name and contact details to an arranger to 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 Northern Realty Pty Ltd to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

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 and the method of receiving advice or notification by SMS is accepted.

Acknowledge and consent by applicant

Applicants Signature: _____

Applicants Name: _____

Date: _____ / _____ / _____

SPECIAL CONDITIONS

1. The rent is required to be paid seven (7) days in advance at all times (Email notification of arrears will be sent to Tenants).
2. The Tenant/s agree to receive rental payment receipts electronically via email to the nominated address.
3. The Tenant agrees that at the end of the tenancy, all keys to the property must be returned and if not, the agent will organise locks to be changed which may be deducted from the Tenants bond.
4. At the end of a fixed term tenancy, the Tenant hereby agrees to give 14 days written notice to the agent.
5. The Tenant hereby acknowledges that if they wish to break a fixed term lease agreement, all associated costs including newspaper advertising, one (1) weeks re-letting fee + GST and rent monies are to be paid until a new tenancy agreement is signed.
6. The Tenant will give reasonable access to the agent to allow prospective Tenants to view the property. The Tenant acknowledges that a sign will be erected at the property, and the property will appear on the internet as well as in print.
7. Upon vacate, keys should be handed back into our office or to agent by 10:00am of the vacate day. If the keys are handed back by 10:00am, every effort will be made by the agent to complete the inspection on that day. NO inspections are done over the weekend.
8. The Tenant upon vacate will have the carpets professionally cleaned and a receipt presented on day of vacate.
9. The Tenant hereby agrees to allow the owner to inspect the property with a representative from the office of Northern Realty Pty Ltd once required notice is given.
10. At no time throughout the tenancy is the Tenant/s permitted to smoke inside the property.
11. The Tenant will not affix hooks, nails or any other attachments in, on or about the property without written approval from the agent. If this is not complied with, the Tenant accepts all responsibility and associated costs involved in removal of same and repair of effected area. This includes the installation of Austar, phone and internet connections and air conditioners.
12. At no stage throughout the tenancy are pets permitted inside the property. If the Tenant has had a pet on the premises at any stage throughout the tenancy, the Tenant hereby agrees to have professional pest control company treat the property for ticks and fleas and such treatment will have a three (3) month warranty. The Tenant will provide a receipt to the agency evidencing the treatment.
13. The Tenant is not to put lawn clippings on gardens. All palm fronds are to be removed from the property throughout the term of the lease.
14. During routine inspections the Tenant agrees to allow Northern Realty Pty Ltd to take internal and external photographs of the property.
15. The Tenant hereby acknowledges that during and at the end of the tenancy the Tenant is responsible for mowing, trimming and watering of the lawns and gardens at the property. Vehicles are not to be parked on the lawns.
16. The Tenant agrees that if required all curtains/drapes and blinds will be cleaned upon vacate.
17. The Tenant agrees that the pool is their responsibility to keep clean including the purchase of chemicals and adding the chemicals to the pool to keep the pool balanced at all times. Not adding chemicals to the pool can cause damage which will be at the Tenant/s expense to rectify.
18. The Tenant hereby acknowledges that no pools are to be erected at the property without written approval. If written approval is given, the Tenant must arrange for a Compliance Certificate endorsed by the Pool Safety Council and copy of the certificate must be produced to the agent within thirty (30) days.
19. The Tenant hereby acknowledges that it is their responsibility to acquire contents insurance for all the Tenant/s belongings.
20. The Tenant acknowledges that if they lock themselves out after hours it is their responsibility to call a locksmith to gain entry into the premises.
21. The Tenant hereby acknowledges they have received all body corporate by-laws for the property, if applicable.
22. The Tenant hereby acknowledges that only approved people on the lease will be living at the property.
23. Tenants are responsible for any damaged caused to laminate bench-tops that usually results in the full replacements by Tenants: this includes cutting or burning the bench-tops in any manner.

24. The Tenant/s acknowledges that they are responsible for cleaning all air conditioner filters fortnightly and acknowledge that any maintenance costs incurred due to lack of cleaning will be the responsibility of the Tenant.
25. Garages and carports are only to be used for storage of cars or motor vehicles and are not to be used in any other manner e.g. storage room or extra room. The Tenant acknowledges that any oil stains left on floors of the garage/carports will be removed at the Tenant's expense. There are to be no unregistered cars parked/stored at the property.
26. The Tenant hereby acknowledges that the hot water system is checked and filled as often as required but at least every three (3) months.
27. The Tenant shall cause the electric power connected to the premises to be disconnected no earlier than 7 days after the date of vacation of the premises to allow for its availability for any remedial work by the Lessor's agent and for no other purpose whatsoever.
28. The Tenant hereby acknowledges that they the Tenant/s are responsible to arrange to have any light bulbs that are no longer in working order replaced by a licenced tradesperson at the nearest possible convenience.
29. If applicable, the tenant/s acknowledges that they are aware that the electric power to be consumed by them in the premises is provided at a lower tariff rate because of the availability of solar power received through panels on the premises. This benefit is provided on terms that require the account for the supply of electricity to remain in the name of the Landlord.
 When the amount of power consumed within the premises exceeds the level of consumption for which a credit has been derived then the Tenant shall pay such amount for that power as is set out on the invoice addressed to the Landlord by the supplier and delivered/posted to the Tenant by the Landlord's agent and such payment shall be made by the Tenant 30 days from the date of its receipt/by the date shown on such invoice.
30. The Tenant hereby acknowledges that if there are any defaults made throughout the tenancy, a listing will be made with TICA, Tenancy Information Centre of Australia as per the Residential Tenancy Act.

SMOKE ALARMS ARE YOUR LEGISLATIVE OBLIGATIONS AS A TENANT IN QUEENSLAND

As of July 2007, The Fire and Rescue Service Amendment Act 2006 requires that the owner of the property has ensured the property is compliant with current Smoke Alarm legislation including positioning, testing and cleaning of alarms.

It is also a requirement that Tenants change the battery in any smoke alarm/s when it is flat, or almost flat. If you become aware that a smoke alarm has failed or is about to fail, other than because of a flat battery, please advise our agency immediately. Where possible Tenants are to ensure that alarms are clean and free of dust, bugs and any other foreign matter.

If you are unable to fulfil your legislative duties personally, our agency can supply a list of preferred contractors that can carry out the work for you at your expense. Or, if you prefer, you can appoint your own contractor. It is strongly recommended that you ensure that any contractors that are appointed on your own behalf carry adequate qualifications (if required) and hold public liability insurance.

By signing this document, the Tenant acknowledge having read and understood all of the above conditions and agrees to be bound by them.

Name: _____ Sign: _____ Date __/__/__

Name: _____ Sign: _____ Date __/__/__

Name: _____ Sign: _____ Date __/__/__

Property Manager: _____ Sign: _____ Date __/__/__