

# TENANCY APPLICATION



**AGENCY NAME** HAVENCROFT REALTY  
**ADDRESS** SHOP 4/463 Nudgee Road Hendra QLD 4011  
**PHONE** 1300 046 012  
**FAX** 1300 046 923  
**EMAIL** admin@havencroft.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.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

	Submit <u>only one</u> of the following:	Points	DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
	<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70		
	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card	40		
	<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card			
	<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25		
	Documents on which your name and current address appear:			
	<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account	25		
	<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account			
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>				

- Our Agency within 24-48 Application is hours of Tenancy

staff will contact you business hours. If the approved, within 24 acceptance, the General Agreement is to be

signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by **Direct Deposit** - directly into our account, via your local National Australia Bank or internet banking facilities.

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

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given 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

**OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT**

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm

**NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS**

Name \_\_\_\_\_ Phone \_\_\_\_\_

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent

Other:

### Applicant's Details

Name \_\_\_\_\_ Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No. \_\_\_\_\_ Expiry \_\_\_\_\_  
 Home  Mobile  Business  
Email \_\_\_\_\_

### Australian Citizen

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

### Current Tenancy Details if applicable

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

Address \_\_\_\_\_  
Rent per week \$ \_\_\_\_\_ Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

### Employment

Current Employer \_\_\_\_\_ Your Position \_\_\_\_\_  
 Full Time  Part Time  Casual  Contract  
Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Pay day is \_\_\_\_\_ of each: week / fortnight / month  
Payroll / Manager's Name \_\_\_\_\_ Fax \_\_\_\_\_  Business \_\_\_\_\_

### If Self Employed

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_  
Address \_\_\_\_\_ ABN \_\_\_\_\_  
Period self employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Industry/ Nature of Business \_\_\_\_\_  
Accountant Details \_\_\_\_\_  Business \_\_\_\_\_  
Creditor Referee \_\_\_\_\_  Business \_\_\_\_\_

### Income

Source – List below \_\_\_\_\_ \$Gross per annum (Verification required) \_\_\_\_\_  
• Employment \_\_\_\_\_ \$ \_\_\_\_\_  
• Self Employment \_\_\_\_\_ \$ \_\_\_\_\_  
• Other: \_\_\_\_\_ \$ \_\_\_\_\_  
• Other: \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

### If a Student or Not Currently Employed

Student ID # \_\_\_\_\_ Institution \_\_\_\_\_ 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

**Smoking** Do you or any people who will be residing with you smoke?  No  Yes

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

1. Name	2. Name
_____	_____
Address _____	Address _____

Relationship	<input type="checkbox"/> H	Relationship	<input type="checkbox"/> H
<input type="checkbox"/> W	<input type="checkbox"/> M	<input type="checkbox"/> W	<input type="checkbox"/> M

### Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

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

APPLICANT'S SIGNATURE

Date

In Presence of Agency Representative

Date

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 **Direct Deposit** - directly into our account, via your local National Australia Bank or internet banking facilities.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond</b> – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
NB: If rent is over \$700pw, Bond is as specified on Rent List			
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<b>Total to be paid BEFORE lease commences</b>

CONTINUED OVER PAGE...

**HAVENCROFT REALTY**  
**4/463 Nudgee Road Hendra QLD 4011**  
**1300 046 012**

**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 **our Agency** 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 **HAVENCROFT REALTY**. I authorise **HAVENCROFT REALTY** 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 **HAVENCROFT REALTY** 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 **HAVENCROFT REALTY** 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 **HAVENCROFT REALTY** 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>	