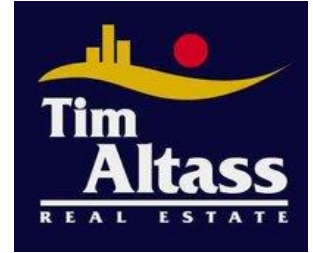


# Residential Tenancy Application Form



Telephone: **07 3395 5002**  
 Facsimile: **07 3395 7971**  
 664 Wynnum Road  
 Morningside 4170  
 rentals@timaltass.com  
 P.O. Box 150  
 Morningside 4170

Thank you for choosing Tim Altass Real Estate. Please complete this application form thoroughly so we can process it as quickly as possible. Please note the following **important** points.

1. This application must be accompanied by a copy of your **Drivers licence/learners permit/18+ card/passport** for identification purposes.
3. **Proof of current income** must be provided. (Last 3 payslips or letter confirming your Employment/income) and/or **Centrelink** Statements.
4. If there is more than one applicant a separate application form is required for each applicant.
5. **All spaces need to be filled. If the information is not available write – NOT AVAILABLE**

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Real Estate.com Tim Altass Web Site Sign Rent List Other: \_\_\_\_\_

## RENTAL PROPERTY

Property Address

## TENANCY REQUIREMENTS

Length of Tenancy	Rent \$ (Per Week)	Requested Commencement Date / /
<b>OFFICE USE ONLY</b> Approved: Y/N	TICA Check: Y/N Date / /	Viewed Y/N
Tenancy Length Approved:	Weekly Rent Approved:	Commencement Date Approved:

## APPLICANT'S DETAILS

Full Name of Applicant		
Date Of Birth	Drivers Licence number	State of Issue
Email Address		
Home Phone	Mobile Phone	Work Phone
<b>OCCUPANCY DETAILS</b> - Number of Occupants who will live in the property:		Number of Dependants:
Names and Date Of Birth of all Occupants:		PETS <b>Yes/No</b>
		Type of pets:
		Registered with council? <b>Yes/No</b>

## CURRENT ADDRESS DETAILS

Current property address:		
Agency Name & Phone Number:		
Property Managers contact name and direct number:		
Period of occupancy:	Years	Months
Rent/Mortgage (Per Week) \$	Current arrangements: Lessor/Agent/Own home/Share	
<b>OFFICE USE ONLY</b>		
Rental Reference Y/N _____	Rental Ledger Y/N _____	RP Data Y/N _____
General Comments:		

**PREVIOUS ADDRESS DETAILS**

Previous Property Address		
Agency Name & Phone Number		
Period of occupancy:	Years	Months
Rent/Mortgage (per week) \$	Previous arrangements: Lessor/Agent/Own home/Share	

**OFFICE USE ONLY**

Rental Reference Y/N _____	Rental Ledger Y/N _____	RP Data Y/N _____
General Comments:		

**CURRENT EMPLOYMENT DETAILS**

Current Employer (Company)	<input type="checkbox"/> I have notified my employer and authorised the release of information to verify my employment	
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income (Per Week)	Full time / Part time / Casual / Contractor / Self Employed / Student / Not Employed

**PREVIOUS EMPLOYMENT DETAILS**

Previous Employer (Company)		
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income (Per Week)	Full time / Part time / Casual / Contractor / Self Employed / Student / Not Employed

**OTHER INCOME / EXPENSES**

Please note any other form of income that you may be receiving (please attach supporting documents)		
Source:	Weekly income:	
Please list any debts/loans currently owing (List weekly payments please):		Car Loan \$
Personal Loan \$	Credit Cards \$	Any other Loans \$

**OFFICE USE ONLY**

<b>Employment Confirmed Y/N</b>	<b>Nett Income confirmed Y/N</b>	<b>Other income confirmed Y/N</b>
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<b>EMERGENCY CONTACT DETAILS</b>		
Name	Relationship	Contact Number
Address		

**PERSONAL REFERENCES**

Name	Business Hours Phone
Address	Relationship
Name	Business Hours Phone
Address	Relationship

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## INFORMATION ATTAINMENT DISCLAIMER

I, \_\_\_\_\_, DO SOLEMNLY AND SINCERELY DECLARE:-

In accordance with section 18n (1) (b) of the Privacy Act 1 authorise you to give information to and obtain information from all credit providers/references and employers named in this application. I understand this information may be used to assess my application. I further authorise the letting agent to contact and/or conduct any inquires and/or searches with regard to the information and references supplied in this application.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance).I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken)

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases, employers) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

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**By signing this form, I have read and understood clearly all of the information outlined above.**

**Applicants Full Name:**

**Date of Birth:**

**Applicants Current Address:**

**Applicants Signature:**

**Date:**

### OFFICE USE ONLY

RECEIVED BY:

DATE:

ALL DOCUMENTS PHOTOCOPIED: Y/N

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MAKES MOVING EASY

# Free, No Obligation Utility Connection Service

Take the hassle out of your move! You choose your suppliers and we'll set everything up for you . . . it's easy and it's FREE!

AGENT: Tim Altass Real Estate

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity  Internet  Gas  Phone  Pay TV  Insurance

Name of Applicant: \_\_\_\_\_

Address for Connection: \_\_\_\_\_

\_\_\_\_\_

Connection date: \_\_\_\_\_

Contact Phone number/s: \_\_\_\_\_ / \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

**By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ P: 1300664715 F: 1300664185 W: [www.directconnect.com.au](http://www.directconnect.com.au)

Once complete Fax to 1300664185

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I hereby agree to the following special terms that will be included in a standard form 18A lease.

I also agree to sign the above mentioned lease prior to the start of my tenancy.

**Special Terms**

**Carpets**

**For an occupancy of more than 12 months, notwithstanding the provisions of Clause 48(b), carpets are to be professionally cleaned from time to time as reasonably instructed by the Lessor/Agent.**

**Curtains**

**Curtains are to be cleaned in accordance with the Lessor's/Agent's instruction from time to time as reasonably required and upon vacating the Premises.**

**Smoking - House**

**1. No smoking by any Tenant or guest is permitted in the indoor areas of the Premises.**

**Smoking - Units in a Community Title Scheme**

**No smoking by any Tenant or guest is permitted in the indoor areas of the unit or terrace house or in any lifts, foyers or other common areas.**

**Vehicles (Unregistered)**

**The Tenant must not store any unregistered vehicle at the Premises without first obtaining the written consent of the Lessor/ Lessor's Agent.**

**I also agree to the following -**

- 1. I Confirm that I have inspected the property, or an authorised person has inspected the property on my behalf and I am satisfied with the current condition of the property.
- 2. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval.
- 3. I consent to the information provided in this application being verified with the person(s) named in this application and with a third party database.
- 4. I acknowledge that should this application not be accepted the lessor or lessor's agent is not required or obliged to disclose any reason.
- 5. I declare that I am not bankrupt or an undischarged bankrupt.
- 6. I acknowledge to pay the first two (2) weeks rent plus bond within 24 hours of acceptance.
- 7. I acknowledge that rent is to be paid either **Weekly, Fortnightly, Four Weekly** or **Monthly** and agree to pay the rent by Direct Debit. I will supply the details of one bank account only at the time of signing the Residential Tenancy Agreement. I acknowledge that the only costs incurred will be for any defaulting payments of approximately \$15.
- 8. I have read and agree to the special terms attached to this application.
- 9. I acknowledge that if I wish to have Foxtel or cable Internet connected at the property, written Permission must be obtained prior to installation
- 10. I agree that notices and communication may be delivered electronically and I agree to provide a current email address, and to advise Tim Altass Real Estate should this address change

Are you awaiting a response from another agency for applications already lodged **Yes/No**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **FACT SHEET 1 – NEW TENANTS**

**Thank you** for your enquiry on one of our available rental properties. We value your interest, and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you, and likewise we do not accept every application we receive.

In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful:

We have a strong company policy of service to both lessors and tenants. For this reason, we like to personally escort all prospective tenants to rental properties. This enables us to quickly select the best property for you, reduces your time wasted and gives you the opportunity to get to know us before you decide to rent from us.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property completes this in full, prior to making the application.

**Applications which are incomplete will not be processed.** Should you require assistance with completing the form, we would be delighted to help.

When you return this form you must ensure that you have available the following:

### **Evidence of your Income**

You will be required to provide proof of current income. This can be in the form of a pay slip, tax return letter from your employer, Accountants letter (if self employed) or Centrelink Statement.

### **APPROPRIATE IDENTIFICATION**

Each applicant is required to provide a minimum of 100 check points using the following as a guide:

**Rent Ledger or rates a/c** 40 pts

**Drivers Licence** 40 pts

**Proof of Income** 30 pts

**Passport** 30 pts

**Photo ID** 20 pts

**Copy of Birth Certificate** 10 pts

**Written Reference from previous agent** 10 pts

**Current Motor vehicle rego papers** 10 pts

**Copy of Telstra, electricity, gas account** 10 pts

### **TENANCY CHECK**

You should also be aware that your application will be checked against data held by TICA for confirmation. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Should you have any questions at all we would be delighted to answer them.

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