

TENANCY APPLICATION

**BEACHSIDE PROPERTY SALES**

Address: Shop 2, 229 Goodwin Drive,

Ph: (07) 3400 1900 Fax: (07) 3410 0277

Email: bribie@beachsidepropertysales.com

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 over the age of 18 (16 years old if working)
- 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. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.

<input type="checkbox"/> Drivers Licence	40	<input type="checkbox"/> Previous two rent receipts	20
<input type="checkbox"/> Passport	40	<input type="checkbox"/> Motor vehicle registration certificate	10
<input type="checkbox"/> 18+ Card	40	<input type="checkbox"/> Bank Statement	10
<input type="checkbox"/> Birth Certificate	30	<input type="checkbox"/> Telephone Account	10
<input type="checkbox"/> Other Photo ID	30	<input type="checkbox"/> Electricity Account	10
<input type="checkbox"/> Current Wage Advice	30	<input type="checkbox"/> Gas Account	10
<input type="checkbox"/> Previous Tenancy Reference	20	TOTAL POINTS	<u> </u>

- This application cannot be processed until it is complete with the copies of supporting documents attached
- Our Agency staff will contact you within 3 business days. If the Application is approved, within 48 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Cash, Money Order, Bank Cheque or Eftpos.

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

- Attached photocopies of documents to meet 100 or more points of ID
- 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

Connectnow A FREE SERVICE - Connecting your utilities has never been easier!**AGENT ID: 8198**Email info@connectnow.com.auInternet www.connectnow.com**F:1300 889 598**

connectnow is a simple a convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. **connectnow** also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. **This is a value added service independent of your Tenancy Application**
You are not obligated to use connectnow.

PERMANENT RENTAL APPLICATION

Bribie Island

Beachside

Property Sales

PROPERTY ADDRESS FOR RENT

How did you find out about this Property

- Website: www. Newspaper Agency contact Sign Referral Other Agent
 Other:

Applicant's Full Name and Current Address

Name _____ Address _____

Personal Details

Date of Birth _____ Place of Birth _____

Drivers Licence No. _____ Expiry _____ Passport No _____ Expiry Date _____

Applicant's Contact Details

{ Home: _____ { Mobile: _____ { Business : _____ Email: _____

Australian Citizen

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

Current Tenancy Details ADDRESS:

Rent per week \$ Period of occupancy: Years Months

Agent/Landlord/Selling agent: { 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/Selling agent { Business: Fax:

Did you receive the Bond refund in full Yes No Why: _____

Previous Address

Address _____

Rent per week \$ Period of occupancy: Years Months

Agent/Landlord/Selling agent { Business: Fax:

Did you receive the Bond refund in full Yes No Why: _____

Previous Address

Address _____

Rent per week \$ Period of occupancy: Years Months

Agent/Landlord/Selling agent { Business: Fax:

Did you receive the Bond refund in full Yes No Why: _____

Employment

Current Employer

Full Time

Your Position

Part Time

Casual

Contract

Payroll / Manager's Name

Length of Employment

Years

Months

Total Annual Income (as declared to Australian Taxation Office) \$ Pay day is of each: week / fortnight / month (circle frequency)

Fax

Business

If Self Employed

Company Name

Address
ABN

Trading As

Period self employed

Years

Months

Total Annual Income (as declared to Australian Taxation Office) \$

Industry/ Nature of Business

Accountant Details

Attach income statement by Accountant or ATO Return

Creditor Referee

Business

Business

If a Student or Not Currently Employed

Student ID #

Institution

Faculty

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

Relationship to you

Age

Pets

No Yes: If Yes: How many..... Type..... Breed:..... Age:.....

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

1. Name

Relationship

2. Name

Relationship

Address

Address

{ H

{ W

{ M

{ H

{ W

{ M

Personal Referees who are not Relatives

Name

Occupation

{ Business Hours Contact

1.

Mob

Work

2.

Mob

Work

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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 **Beachside Property Sales** 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 **Beachside Property Sales**. I authorise **Beachside Property Sales** 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 **Beachside Property Sales** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Beachside Property Sales** 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 **Beachside Property Sales** 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 -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. CONNECT NOW is authorized to contact me direct regarding the CONNECTION of these utility services. I have filled in the application for CONNECT NOW to contact me.

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

Applicant Name	
Applicant Signature	
Date	
Time	

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Application

You are not obligated to use connectnow.

If you would like **connectnow** to contact you to discuss any of the above services, please tick the box and a **connectnow** representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period, please contact **connectnow** on 1300 554 323 to ensure connection can be completed by your requested date.

While the service is **FREE**, standard service provider connection fees and charges will apply. You pay **NO** extra charges as a result of using this service.

If this section is completed, please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty Ltd ABN 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow or the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of service being provided to me by connectnow Pty Ltd.

PRIVACY POLICY

The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act. Connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

YES! PLEASE CONTACT ME TO ARRANGE CONNECTION OF UTILITIES

Applicant Name:				Contact Number:			
Address of Property:							
DOB:		Licence #		Rego#		Passport#	
Applicants Signature:				Date:			

BEACHSIDE PROPERTY SALES OFFICE USE ONLY – To be completed on time of application being submitted

CHECKLIST	STAFF MEMBER	DATE/TIME
Application receive		/ / am/pm
Sighted original ID		/ / am/pm
Compared signatures to original		/ / am/pm
Application fully completed		/ / am/pm