

TENANCY APPLICATION



Stacey Lee Realty	
PO Box 5156 Manly QLD 4179	
0434 990 670	
stacey@staceyleerealty.com.au	

I wish to apply for property at: (address)

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 for all occupants aged over 16.
- Our Agency staff will contact you within 24-48 business hours. **If the Application is approved, within 24 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** using BPAY or by Money Order or Bank Cheque made payable to Stacey Lee Pennicott t/as Stacey Lee Realty – Trust Account.
- This Application cannot be processed until it is completed including copies of supporting documents to be attached (bring originals for Agency staff to sight) **Mandatory documents include a Drivers Licence, Passport, Proof of Age Card, Medicare card and, also, at least one document from the list below to verify your current address.** Submit copies of the documents with your Application.
- If emailing your Application and documents, please call or SMS our office to confirm all documents have been received.

Mandatory Documents

- Passport Drivers Licence Medicare Card
 2 recent Rent Receipts 2 recent Pay Advices Tenancy Ledger

2x Documents on which your name and current address appear:

- Car registration certificate Rates Notice Electricity Account
 Bank/Credit Card Statement Telephone Account Gas Account

Optional Documents

- Birth Certificate Other ID from Government eg Pension Card, Student Card

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

- Attached photocopies of all documents 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. 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

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		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of fees and charges		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 _____

Applicant's Details

Name

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Home -----

☎ Mobile

☎ Business

Email

Current Address :

Rent \$ Per week / fortnight / month Period of occupancy Years Months

Agent/Landlord

☎ Business

Fax

Reason for leaving

Have you ever been evicted from a premise?

Yes

No

Are you currently in debt to any Landlord/Agent: Yes No

Previous Address:

Situation: Renting / Owned / Other Other situation:

Rent \$ Per week / fortnight / month Period of occupancy Years Months

Reason for leaving

Agent/Landlord

☎ Business

Fax

Employment

Current Occupation

Employer/Business Name & A.C.N. /Centrelink Details:

Length of Employment Years Months Employment Type: Weekly Income: \$

Address:

Contact:

☎ 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 – specify \$Gross per annum and provide verification

• Employment \$

• Self Employment – provide Accountant letter to verify \$

• Other: \$

TOTAL \$

If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other

Vehicles to be kept at Property

Registration No

Model

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Number of Adults:

Number of Dependents:

Number of Smokers:

Full name/s of adult/s and dependents to reside on the Premises:

1.

3.

2.

4.

Pets

No

Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You (Note: this information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.)

1. Name	2. Name
Address	Address
{ M	{ M

Referees who are not Relatives

1. Business Referee:

{ P

Relationship:

2. Personal Referee:

{ P

Relationship:

Declarations – Applicant to Complete PRIOR TO signing this Application

Was your Bond at your last address refunded in full? Yes No Explain: _____

I declare the information provided is true and correct. I consent to the agent verifying details via 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.

I understand the Agent uses DEFT for rent payments and the fees and payment options have been explained.

Pre-moving in costs as itemised below are to be paid by using the **BPAY details provided**, or **money order** or **BANK CHEQUE made payable to ACCOUNT NAME: STACEY LEE PENNICOTT T/AS STACEY LEE REALTY – TRUST ACCOUNT**

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

APPLICANT'S SIGNATURE

Date

AGENT'S SIGNATURE

Date

STACEY LEE REALTY
PO BOX 5156 Manly QLD 4179
M: 0434 990 670

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 **STACEY LEE REALTY**. I authorise **STACEY LEE 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 STACEY LEE REALTY subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **STACEY LEE 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 **STACEY LEE 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 -

UTILITY CONNECTIONS - This is a FREE service

Insurance and Appliances.

I/we acknowledge all information supplied in the application is true & correct to be best of my/our knowledge & we have not falsely represented our identity in any manner.

I/we authorise DIRECT CONNECT to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that DIRECT CONNECT may also send related emails promoting other services provided by Direct Connect.

I/we understand that Direct Connect treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988.

I/we authorise Direct Connect to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance

I/we understand that in the course of connecting utilities, Direct Connect may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise DIRECT CONNECT to collect these identifiers and consent to those numbers being supplied to utility providers.

I/we acknowledge that whilst Direct Connect is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services & amounts payable for other services including appliance, removalist, cleaners and insurance

I/we acknowledge that Direct Connect, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss & loss of profits) to me/us as a result of the provision of any service. Nor shall Direct Connect be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services.

I/we acknowledge that the nominated real estate entity along with Direct Connect may receive a benefit from suppliers for the provision of connections.

I/we declare that we have read and understand the above declaration and wish to be contacted by Direct Connect.

Signature _____

Date _____

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	