

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL NECESSARY INFORMATION HAS BEEN PROVIDED

Please note the following guidelines to ensure processing of your application.

- ▶ Please complete all details accurately, as incorrect details could void your application. Completion of application does not indicate acceptance.
- ▶ Applications take approximately 24-48 hours to process.
- ▶ Applications will not be processed until 100 points of identification has been provided for **each** applicant. You are required to **supply legible photocopies** of the identification including proof of income.
- ▶ Our agency is a member of the Tenancy Information Centre of Australia and all applicants will be checked through this database.
- ▶ Applications are referred to the owners of the property and the owners decision is considered final.
- ▶ Should your application be approved, a deposit of one weeks rent is required within 24 hours. This payment must be made at the bank, details will be provided.
- ▶ Prior to moving in it is necessary that the full bond and a total of 2 weeks rent has been paid and **all** applicants have signed the tenancy agreement. This must be paid at the bank and a receipt provided when collecting keys.
- ▶ We do not allow bond transfers however Qld housing bonds are acceptable.
- ▶ Signing of all documentation can be done Monday to Friday only. Allow at least 20 minutes for reading and signing of the tenancy agreement and other necessary paperwork.



RESIDENTIAL • COMMERCIAL • SALES • LETTING

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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principals of Privacy to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principals the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicants declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be as making as inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Limited could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that the TICA Default Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

APPLICANTS NAME/S.....

SIGNED BY APPLICANT/S.....;

SIGNED BY MEMBER.....

DATED.....

RESIDENTIAL TENANCY APPLICATION

Proposed Property: _____
Rent: \$ _____ Term: _____ Commencement: _____

Full Name: D.O.B.

Phone: (m) (w) (h)

Email address:

Current Address:

Period of occupancy: Rent Paid:

Reason for leaving:

Current Lessor / Agent:

Address: Phone: Fax:

Previous Address:

Period of occupancy: Rent Paid:

Reason for leaving:

Lessor / Agent:

Address: Phone: Fax:

Was bond refunded in full: If not, why not?

Pets – Breed/Type: Registered: Y/N Registration Number:

Number of cars to be kept at the property: Are all cars regisitered Y / N Boat / Trailer / Van / Mototrbike ?

Marital Status: Number of Children: Ages:

Car Rego: License No. State: Smoker Y / N

Passport No. Country: Pension No: Type:

Have you been known by any other name? If so, please provide:

Occupation:

Current Employer: Period of Employment:

Address: Phone: Nett Weekly Salary:

Previous Employer: Period of Employment: Phone:

Do you have contents insurance Y / N - We suggest that you have contents if you are renting an unfurnished place

If Self Employed – Name of Business: Nature of Business:

Address: Phone:

Accountant: Phone:

Business References: Phone:

2/ Phone:

If Student – name of TAFE, University or College?

Faculty/Course ID Number

Name of all persons residing at the property



STATEMENT OF RENTAL AFFORDABILITY

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

APPLICANTS: _____

ADDRESS OF PROPERTY: _____

WEEKLY RENT:\$ _____ RENTAL BOND: \$ _____

INCOME	WEEKLY AMOUNTS
Applicant's gross income per week	\$ _____
Government Benefits/childcare maintenance	\$ _____
TOTAL INCOME	\$ _____

LIABILITIES	WEEKLY AMOUNTS
Car payments	\$ _____
Outstanding Rental Debts	\$ _____
Credit card / Store payments	\$ _____
Personal Loan/s	\$ _____
School/ University fees/ Childcare	\$ _____
TOTAL LIABILITIES	\$ _____

LIVING EXPENSES	WEEKLY AMOUNTS
Phone/ Mobile/ Internet	\$ _____
Health Insurance	\$ _____
Rent (Currently paying)	\$ _____
Fuel / Electricity and other amenities	\$ _____
Car (registration and running costs)	\$ _____
Day to day living (food, clothing and personal)	\$ _____
Insurance (car, life, contents, etc)	\$ _____
TOTAL LIVING EXPENSES	\$ _____

Total Income	\$ _____
Less Liabilities	\$ _____
SUB TOTAL	\$ _____
Living Expenses	\$ _____
<u>TOTAL AMOUNT REMAINING</u>	<u>\$ _____</u>

Signed by Applicant/s :..... Date:.....

:..... Date:.....

Contacts/References

Parent/Guardians or Next of Kin:.....

Address: Phone:..... (m).....

Name of other Relative not living with you:..... Phone:.....

Personal References (Not relatives) Please provide daytime telephone numbers

1. Name:..... Phone:

Address:..... Relationship:

2. Name:..... Phone:

Address:..... Relationship:

3. Name:..... Phone:

Address:..... Relationship:

DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare:-

- 1/ I have inspected the property located at:.....
- 2/ I have, of my own accord, decided that I wish to rent the aforementioned property commencing .../.../.... For a period of
- 3/ I understand and agree that the rental for the aforesaid property is to be \$_____ per week and that this rental is within my means to support.
- 4/ I understand and agree that the rental for the said property is to be kept two weeks in advance at all times.
- 5/ I understand and agree that should this application not be accepted, the agent is **NOT** required or obligated to disclose why or supply any reason for the rejection of this application. Upon receipt, this Tenancy Application Form will take approximately 24-48 hours to process.
- 6/ I understand that this Tenancy Application form cannot be processed until all details are completed and sufficient identification is proved for the 100- point check.
- 7/ This Tenancy Application Form remains the property of Norm Martin Real Estate Pty Limited.

Applicant Name..... Applicant Signature..... Date.....

100 POINT IDENTIFICATION REQUIRED

- | | | |
|---|--------------------------------------|---|
| Drivers License - 40 points | Key Card - 10 points | Medicare Card - 10 points |
| Pay Slip - 10 points | Birth Certificate - 10 points | Service Account - 10 points each |
| Current vehicle Rego - 10 points | Passport - 30 points | Photo ID - 30 points |

Office Use Only:

Term of Lease:.....
 Weekly Rental:

Commencing.....
 Bond:.....
 Approved Pets:.....