

TENANCY APPLICATION



AGENCY NAME: Boettcher Realty ADDRESS: 76 Warwick Rd, Ipswich Qld 4305 WEB: www.boettcherrealty.com.au
 PH: 07 3282 9988 FAX: 07 3282 7733 EMAIL: admin@boettcherrealty.com.au

I am applying for the rental property situated at: _____

I wish to apply for a tenancy of _____ months at a rental of \$_____ per week commencing on the ___ / ___ / ___

How did you find out about this property?

Website Agency Contact Referral Other Agent Sign Newspaper Other

Please read prior to completing your application:

- One application is to be complete per person over the age of 18yrs.
- This application cannot be processed until it is fully completed and all supporting documents attached as required by following the below checklist
- Prior to submitting your application, please ask to sight a *General Tenancy Agreement*. Alternatively you can view this on the Residential Tenancies Authority Website: www.rta.qld.gov.au and look under *Forms for General Tenancies*.

ACCEPTED DOCUMENTS FOR SUPPORTING IDENTIFICATION

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Australian Driver's license and/or Passport and/or 18+Card | (Proof of identification) |
| <input type="checkbox"/> Bank Statement or Current vehicle registration or Telephone / Electricity / Gas Account or Credit card statement or Pension / Health care card | (Proof of current address) |
| <input type="checkbox"/> Two (2) most recent payslips if employed or Centrelink statement if receiving Centrelink benefits or Most recent financial year statement & business bank statement if self-employed or Pension income statement if on a Pension | (Proof of ability to pay rent) |

You must provide **AT LEASE ONE** of each of the above criteria when submitting your application so that it can promptly processed.

Applicant Checklist - Before I submit my application, I have...

- Inspected the property internally with an agent of Boettcher Realty
- Completed the application form fully, including the privacy statement and providing all relevant pieces of identification
- Sighted a copy of the General Tenancy Agreement, Terms and any special terms to read and a copy of any relevant by-laws (if applicable. If not, please contact Agent).

DECLARATIONS

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 on time?	No	Yes
Was your last bond refunded in full?	No	Yes
Was the property in satisfactory condition when you inspected it? If not please provide a list of items in writing.	No	Yes

I declare the information provided is true and correct. I give the Agent consent to verify details via TICA (02 9743 1800) & Barclays MIS (1300 883 916). If you would like to contact one of these databases for your personal information or request changes to your personal information please refer to the contact details. I declare that I am not bankrupt or an undischarged bankrupt.

I understand that if I am approved for the property, I am to sign the General Tenancy Agreement and pay 1 weeks rent within 24 hours of acceptance. The tenant is then bound to the Terms of the agreement and the property will cease to be available for rent. The remaining 1 week rent + bond (bond is equal to 4 weeks rent) is to be paid within 24hrs of the agreement being signed or prior to keys being collected. Pre-moving in costs are to be paid by bank cheque or money order. **Cash is not permitted.**

Item	Calculation	\$ Payable	Important Notes
Rent - first week rent	1x \$	= \$	<i>Must be paid at signing of lease</i>
Bond + 2 nd weeks rent equal to 5 weeks rent	5x \$	= \$	<i>Full bond + 2nd weeks rent must be paid prior to key collection</i>

TOTAL PRE-MOVING IN COST = \$	<i>Total to be paid before move in</i>
<p>1. I understand that the Agent recommends the use of direct deposit or internet banking. Bank cheques or money orders can be used for future rental payments as cash is not permitted. Please note that a fee may be charged depending on your chosen form of paying rent.</p> <p>2. All Tenants listed on the lease must download the free "Maintenance Manager App" to their phone or if the App cannot be downloaded on any of the tenants' phones, the tenants agree that all maintenance requests must be in writing on a Boettcher Realty Maintenance request form or via email.</p>	
APPLICANTS SIGNATURE ____ / ____	Date: ____ / ____

APPLICANT			
Name:			
Date of Birth:		Place of Birth:	
Driver's license No:	Expiry:	Passport No:	Expiry:
Have you been known by any other name(s)? No Yes - What name?			
Are you or any of the dependants living with you a smoker? <input type="checkbox"/>			

CONTACT DETAILS:			
Mobile:		Business:	
Email:		Home:	
No of Vehicles: (includes Caravan/Boat/Trailer/Motorbike) -			
CURRENT ADDRESS	Renting	Own this home (Current council rates notice required)	
Address:			
Rent per week \$	Period of occupancy		Years Months
Agent / Landlord / Home Owner		Business Ph	Fax
Do you expect the bond to be refunded in full? Yes No Why			

PREVIOUS ADDRESS			
Renting		Own this home (Council rates notice required)	
Address:			
Rent per week \$	Period of occupancy		Years Months
Agent / Landlord / Home Owner		Business Ph	Fax
Was the bond refunded in full? Yes No Why			
Reason for leaving:			

EMPLOYMENT (Must Provide Employers <i>phone AND fax</i> phone numbers - this can slow down the processing of your application if not provided)			
Full Time	Part Time	Casual	Contract
Company		Position	Length of Employment Years Months
Payroll/Manager's Name		Business Ph	Fax
Net Weekly Income \$	per week	fortnight	month

IF SELF EMPLOYED			
Company Name		Trading As	
Address		ABN	
Period self-employed	Years Months	Industry / Nature of Business	
Total Annual Income (as declared to Australian Taxation Office) \$		Attach income statement by Accountant or ATO return	
Accountant Name		Business Ph	Fax

STUDENTS						
Institution			Course		Faculty	
Duration	Years	Months	Student ID #	Receiving payments? of income)	No	Yes (Please attach proof
NOT CURRENTLY EMPLOYED						
Centrelink Document		Austudy/Abstudy Document		Bank Statement		Other
OCCUPANCY DETAILS OF ALL PERSONS TO RESIDE AT THE PROPERTY (incl children)						
Name		Address				Age
2.						
3.						
4.						
PETS No Yes: All pets must be approved by agent.						
Type:		Number:	Is your pet registered with Council?		Yes	No
Type:		Number:	Is your pet registered with Council?		Yes	No
PERSONAL REFEREE WHO IS NOT A RELATIVE						
Name:		Occupation:			Ph:	
EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVE WHO WILL NOT BE RESIDING WITH YOU						
Name:			Business Ph:		Mobile:	
Relationship:		Address:				
APPLICANT SIGNATURE					Date: ____ / ____ / ____	

If you chose to email your application to us, it is preferred that it is sent via PDF - this will slow down the processing of your application if not sent as a PDF file.

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. Your consent to us collecting this information is set out below.

COLLECTION NOTICE

The personal information you provide in this application or that our Agency collects from other sources is necessary for Boettcher Realty to verify your identity, to process and evaluate the application in order to check my ability to care for the property, my character and my creditworthiness. If the application is successful, the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. The personal information we have collected about you in this application and during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including the Lessor, referees, other agents, tradesperson and third party operators of Tenancy Databases. Information already held on Tenancy Databases may 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, all relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, other Agents and / or third part operators of Tenancy Databases. You have the right to access personal information that we hold about you by contacting our office. You may correct or update any information we hold about you by providing the new details in writing to our office. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

If your application is not successful, the agent is not legally obliged to provide reasons why. We will hold your personal information for a period of one (1) month only. If you decide not to retrieve your personal information from our office, we will destroy your documents to comply with the 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 may be rejected due to insufficient information to assess your suitability for the relevant property.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read and understood the Privacy Disclosure Statement and Collection Notice. I authorise the Agent to collect information about me from:

1. My previous letting agents and / or landlords
2. My previous employer and / or accountant
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA, National Tenancy Database (NTD) and / or Trading Reference Australia (TRA).

I authorise the Agent to disclose personal information collected about me to the owner of the property even if the owner is a resident outside of Australia and to any third parties - valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection of services, I consent to Direct Connect disclosing personal information it has collected about me to utility providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Direct Connect nor the Agent accepts any responsibility for; any delay in, or failure to arrange or provide for any connection or disconnection of utility, or for any loss in connection with such delay or failure. I acknowledge that Direct Connect, the Agent and its employees may receive a fee and / or benefit from a utility provider in relation to the connection of a utility service. There is no charge to me for the Direct Connect service; normal service provider fees or bonds may apply

I consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* and the *Electronic Transactions Act 1999*.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the condition and cleanliness of the property. If for any reason there is an issue with the property that I am not satisfied with, I acknowledge that this will need to be presented to the Agent in writing when submitting my application and will not be taken into consideration if the Agreement has already been signed by all parties.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name

Applicant Signature

Date	
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Make sure you have filled out the entire Application Form, or as much as you can including the move in date and appropriately signing every page.