



Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Locations Property Management T/A Locations Estate Agents

ADDRESS: Shop 1/69 Goondoon Street

SUBURB: Gladstone STATE: QLD POSTCODE: 4680

PHONE: 07 4972 2484 MOBILE: 0429 669 200 FAX: EMAIL: admin@locationsestateagents.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB: STATE: POSTCODE:

Rent: \$ Rent period: ← weekly / fortnightly / monthly Bond: \$

Tenancy Term: Fixed term agreement Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME: DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

WORK PHONE: MOBILE: HOME PHONE: EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S): RELATIONSHIP TO APPLICANT: DEPENDANT DATE OF BIRTH:

DEPENDANT FULL NAME(S)	RELATIONSHIP TO APPLICANT	DEPENDANT DATE OF BIRTH

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets: _____

Type of Pet/s: _____ Are your pets registered with a council? Yes No

If Yes, please state which council: _____

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:

Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:

Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week)

\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): _____ DATE PAYMENTS COMMENCED: _____

\$ _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

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ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1: _____ RELATIONSHIP: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

REFEREE 2: _____ RELATIONSHIP: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1: _____ RELATIONSHIP: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

REPRESENTATIVE 2: _____ RELATIONSHIP: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____ PHONE/MOBILE: _____

PART 3: SUPPORTING DOCUMENTS

ITEM 13: IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA
BARCLAYS MIS

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. 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. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. 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 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____

Date: _____

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DATABASE INFORMATION FOR APPLICANTS



Collection Notice

You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you enter into the lease or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process Application for Tenancy properly or manage the tenancy properly.

Written Notice About Use of Tenancy Databases

If you have questions about this Database Information or would like to access the information about you, please contact:

Barclay MIS Protect & Collect Pty Ltd

Telephone: 1300 883 916

P.O. BOX 553 WYNNUM QLD 4178

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

TICA

Telephone: 190 222 0346 - (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

P.O. BOX 120 CONCORD NSW 2137

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database. By completing this confirmation the applicant/s acknowledge having received the documents and items detailed above on or before the commencement of the Tenancy Agreement.

APPLICANT NAME

Signature

Date

APPLICANT NAME

Signature

Date

PRIVACY STATEMENT FOR APPLICANTS



Privacy Statement

LOCATIONS Property Management Pty Ltd respects your right to privacy. We are bound by the National Privacy Principles of the Privacy Act 1988 which regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

In our role as Managing Agent, we collect information about you via the Tenancy Application process, throughout the tenancy and after the tenancy ends.

The information collected may be disclosed to other parties including the property owner, employment and personal referees, as well as tradespeople, owner's corporations and insurers, government and statutory authorities, financial institutions and other third parties as required by law.

We will only disclose the information to other parties as required to perform our duties under an agreement, to provide an effective service, as required by law or as otherwise allowed under the Privacy Act 1988.

You may correct information collected if incorrect or out of date.

Questions Regarding This Privacy Statement

If you have questions about this Privacy Statement or would like to access the information about you, please write to:

LOCATIONS Property Management Pty Ltd
PO BOX 8197, South Gladstone QLD 4680
Mobile: 0429 669 200
alicia@locationsestateagents.com.au

Tenant Confirmation: By completing this confirmation the Tenant/s acknowledge having received the documents and items detailed above on or before the commencement of the Tenancy Agreement.

APPLICANT NAME

Signature

Date

APPLICANT NAME

Signature

Date
