

TENANCY APPLICATION

AGENCY NAME Dytor & Yates Real Estate
ADDRESS 8/1 Sunshine Blvd Broadbeach Waters Q 4218
PHONE (07) 5592 1466
FAX (07) 5570 1248
EMAIL sarah@goldcoasthomes.com.au



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.

ALL INFORMATION MUST BE COMPLETED THROUGHOUT THIS APPLICATION BEFORE IT WILL BE PROCESSED. PLEASE READ THROUGH THE REQUIREMENTS CAREFULLY AND ENSURE THAT YOU HAVE FILLED THE INFORMATION IN CORRECTLY BEFORE SUBMITTING.

PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION

- Each person who will be residing at the property will need to complete and application.
- This application cannot be processed until it is fully completed including copies of supporting documents attached as required for 100 points identification check.
- 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. You will then be required to pay the full bond, equal to 4 weeks rent, prior to your lease commencement. Both amounts must be paid either by Bank Cheque or Money order made payable to Dytor & Yates Real Estate.

Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and also,

AT LEAST ONE DOCUMENT FROM THE LIST BELOW TO VERIFY YOUR CURRENT ADDRESS

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

Points per Document

Submit <u>only one</u> of the following:				
Passport	Birth Certificate			50
Drivers Licence	Proof of Age Card	Other Photo ID from Government ie. Pension Card, Student Card		40
2 Recent Rent Receipts	2 Recent Pay Advices	Tenancy Ledger		25
Documents on which your name & current address appear (at least one MUST be provided):				
Car Rego Certificate	Rates Notice	Electricity Account		25
Bank Statement	Telephone Account	Gas Account		
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:				
PLEASE NOTE: If you are currently receiving Centrelink Payments or if you are self employed, you must provide evidence of payments eg. Bank statement, Centrelink payment advice				

ADDRESS OF RENTAL PROPERTY YOU ARE APPLYING FOR:

NO: _____ **STREET:** _____ **SUBURB:** _____

Attached photocopies of documents to meet 100 or more points of ID, including mandatory documents
Inspected the Property both internally and externally

DECLARATIONS – APPLICANTS TO COMPLETE AND PROVIDE DETAILS AS REQUIRED

Have you ever been evicted by any Lessor or Agent?	Yes	No	Details:
Are you in debt to another Lessor or Agent?	Yes	No	Details:
Is there any reason known to you that would affect your ability to pay rent when due?	Yes	No	Details:
Was your bond at your last address refunded in full?	Yes	No	Details:
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	Yes	No	Details:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia. I declare I am not bankrupt or an un-discharged bankrupt.

I APPLY FOR A PERIOD OF _____ MONTHS, AT A RENTAL OF \$ _____ PER WEEK COMMENCING ON ____/____/____.

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.

Pre-moving in costs are to be paid by **BANK CHEQUE OR MONEY ORDER** made payable to **Dytor & Yates Real Estate**.

APPLICANT ONE SIGNATURE: _____ **DATE:** / /

APPLICANT TWO SIGNATURE: _____ **DATE:** / /

DETAILS OF ALL VEHICLES TO BE KEPT AT THE 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: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

APPLICANT ONE DETAILS:

Full Name:	
Date of Birth:	Place of Birth:
Drivers Licence No.:	Expiry:
Passport No:	Expiry:
Home Ph:	Mobile:
Email:	
AUSTRALIAN RESIDENT	
<input type="checkbox"/> Yes <input type="checkbox"/> No: Refer to copies of Passport & Visa attached	
Visa Expiry Date:	
CURRENT ADDRESS DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other.....	
Rent Per Week \$	
Period of Occupancy:	Years Months
Agent/Landlord:	
Businesss Ph:	Mobile:
Do you expect the bond to be refunded in full?	
<input type="checkbox"/> Yes <input type="checkbox"/> No: If no, why?	
PREVIOUS ADDRESS & DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other.....	
Rent Per Week \$	
Period of Occupancy:	Years Months
Agent/Landlord:	
Businesss Ph:	Mobile:

APPLICANT TWO DETAILS:

Full Name:	
Date of Birth:	Place of Birth:
Drivers Licence No.:	Expiry:
Passport No:	Expiry:
Home Ph:	Mobile:
Email:	
AUSTRALIAN RESIDENT	
<input type="checkbox"/> Yes <input type="checkbox"/> No: Refer to copies of Passport & Visa attached	
Visa Expiry Date:	
CURRENT ADDRESS DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other.....	
Rent Per Week \$	
Period of Occupancy:	Years Months
Agent/Landlord:	
Businesss Ph:	Mobile:
Do you expect the bond to be refunded in full?	
<input type="checkbox"/> Yes <input type="checkbox"/> No: If no, why?	
PREVIOUS ADDRESS & DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other.....	
Rent Per Week \$	
Period of Occupancy:	Years Months
Agent/Landlord:	
Businesss Ph:	Mobile:

APPLICANT ONE DETAILS:

CURRENT EMPLOYMENT	
Business Name:	
Payroll/Managers Name:	
Contact No.:	
Your Occupation:	
Length of Employment:	
Net Income (After Tax): \$	Per Week

PLEASE NOTE: IF SELF EMPLOYED, PLEASE PROVIDE COPY OF ABN, CURRENT BANK STATEMENT & ACCOUNTANT DETAILS.

PREVIOUS EMPLOYMENT	
Business Name:	
Contact Name & No:	
Length of Employment:	
IF A STUDENT OR NOT CURRENTLY EMPLOYED	
Student ID#	Institute:
Course:	Duration:
Allowances per week (i.e. Government Funding): \$	
PERSONAL & BUSINESS REFERENCES (Not Relatives)	
Name:	
Work Phone:	
Occupation:	
Name:	
Work Phone:	
Occupation:	
NEXT OF KIN (Not living with you & must live in Australia)	
Name:	
Contact No.:	
Address:	
Relationship to you:	

APPLICANT TWO DETAILS:

CURRENT EMPLOYMENT	
Business Name:	
Payroll/Managers Name:	
Contact No.:	
Your Occupation:	
Length of Employment:	
Net Income (After Tax): \$	Per Week

PLEASE NOTE: IF SELF EMPLOYED, PLEASE PROVIDE COPY OF ABN, CURRENT BANK STATEMENT & ACCOUNTANT DETAILS.

PREVIOUS EMPLOYMENT	
Business Name:	
Contact Name & No:	
Length of Employment:	
IF A STUDENT OR NOT CURRENTLY EMPLOYED	
Student ID#	Institute:
Course:	Duration:
Allowances per week (i.e. Government Funding): \$	
PERSONAL & BUSINESS REFERENCES (Not Relatives)	
Name:	
Work Phone:	
Occupation:	
Name:	
Work Phone:	
Occupation:	
NEXT OF KIN (Not living with you & must live in Australia)	
Name:	
Contact No.:	
Address:	
Relationship to you:	

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 contact 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 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, 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 **Dytor & Yates Real Estate**. I authorise **Dytor & Yates Real Estate** 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 Dytor & Yates Real Estate subscribes. I can refer to their Privacy Disclosure Statements via www.tica.com.au

I authorise Dytor & Yates Real Estate 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 **Dytor & Yates Real Estate** 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 –

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 APPLICANTS**APPLICANT ONE NAME:****APPLICANT TWO NAME:****APPLICANT ONE SIGNATURE:****APPLICANT TWO SIGNATURE:**

Phone: (07) 5592 1466 Fax: (07) 5570 1248

VERIFICATION OF APPLICANT DETAILS

TO:
FROM: SARAH ALEXANDER

FAX:
DATE:

We advise that the applicant/s listed below have applied to our office for rental accommodation. In order to assist us to process the application for tenancy, could you please complete the relevant sections and fax back to our office. **PLEASE FAX COPY OF TENANTS LEDGER**

Applicant/s Name:

Address:

Was the above applicant/s the actual lessee at the provided address?	Yes	No
Is the above applicant on a fixed term lease at present?	Yes	No
If yes, is this a lease break on the tenant's part?	Yes	No
Date the lease commenced:	_____	
Date the lease expires:	_____	
Amount of rent per week:	\$ _____	
Did your office terminate the tenancy?	Yes	No
During the tenancy, was the applicant/s ever in arrears?	Yes	No
During the tenancy did the applicant/s receive arrears notices?	Yes	No
During the tenancy did the applicant/s receive remedy to breach?	Yes	No
If Yes, what was the breach for?	_____	
During the tenancy did the applicant/s receive a termination notice?	Yes	No
Were periodic inspections carried out?	Yes	No
Was there cause to complain over periodic inspections?	Yes	No
Was there cause to report any defaults to TICA?	Yes	No
Were pets kept on the premises?	Yes	No
Were there any deductions in the bond?	Yes	No
Would you rent to the tenant/s again?	Yes	No

Your name & Position: _____

Condition of residence upon Vacation: _____

Tenant Reference: _____

Dytor & Yates R/E Property Management

I,(applicant's name) hereby give my authority for you to give reference details to Dytor & Yates Real Estate for processing my application.

Applicants Signature  **Date**