

# TENANCY APPLICATION



Corner Gordon and Wood Streets  
 (PO Box 1) Mackay Queensland 4740  
 Ph: (07) 4957 7373 • Fax: (07) 4953 1550  
 Website: www.hughreilly.com.au  
 Email: mail@hughreilly.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.

**Please read prior to completing your Application**

- **One Application is to be completed per person over 18.**
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. **Mandatory documents include a Drivers Licence, Passport, and Proof of Age Card and current wage advice (pay slips).**

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government Eg: Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25

**TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:**

- **Our Agency staff will contact you within 1 week. 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, Bond + 2 weeks rent is to be paid by Cash, Money Order or Bank Cheque.**

**Applicant Checklist - Before I submit this Application, I have ...**

- Attached photocopies of documents to meet 100 or more points of ID 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. NB 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 – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
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 to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	

## PROPERTY ADDRESS FOR RENT:

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent

Other:

### Applicant's Details

Name Address  
Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No Expiry  
 Home  Mobile  Business  
Email

### Australian Citizen

Smoker  Yes  No

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details if applicable – If you own your own home please supply a rates notice

Rent per week \$ Period of occupancy Years Months  
Agent/Landlord  Business Fax  
Do you expect the Bond to be refunded in full  Yes  No Why:

### Previous Address

Address  
Rent per week \$ Period of occupancy Years Months  
Agent/Landlord  Business Fax

### Employment

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Years Months Pay day is of each: week / fortnight / month  
Payroll / Manager's Name Fax  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

Source – List below \$Gross per annum (Verification required)  
• Employment \$  
• Self Employment \$  
• Other: \$  
• Other: \$  
TOTAL \$

## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

## Details of all Vehicles to be kept at 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

**Pets**  No  Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

## Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

## Declarations – Applicant to Complete and Provide Details as Required

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 when due?  No  Yes:

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

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National 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.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Rent must be paid within 24 hours of Application approval
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond equivalent to 4 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<b>Total to be paid within 24 hours</b>

APPLICANT'S SIGNATURE

Date

**Hugh Reilly Real Estate**  
**98 Wood Street, Mackay**  
**(07) 4953 5006**

**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 Hugh Reilly Real Estate 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 Hugh Reilly Real Estate. I authorise Hugh Reilly 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 Hugh Reilly Real Estate subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise Hugh Reilly 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 Hugh Reilly 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 APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	

# PET APPLICATION AND AGREEMENT

<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>PET DETAILS</b> If more than 2 pets, print and complete separate Pet Agreement.	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO	
<b>EMERGENCY PET CARER</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
<b>VETERINARIAN</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
<b>TERMS AND CONDITIONS</b>	The Tenant/s acknowledges and agrees to the following terms: <ol style="list-style-type: none"> <li>1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.</li> <li>3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.</li> <li>4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</li> <li>5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.</li> <li>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li> <li>7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.</li> <li>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</li> </ol>		

<b>ACKNOWLEDGEMENT BY APPLICANT</b>	<b>Applicant Name</b>	<b>Signature</b>	<b>Date</b>
<b>AFTER PROCESSING APPLICATION</b>			
<b>APPLICATION RESULT</b>	<input type="checkbox"/> Application for Pet/s – <b>DECLINED</b> <input type="checkbox"/> Application for Pet/s – <b>APPROVED</b> <p>The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.</p>		
<b>AUTHORISATION ON BEHALF OF LESSOR / AGENT</b>	<b>Agent</b>	<b>Signature</b>	<b>Date</b>
	HUGH REILLY REAL ESTATE		
<b>TENANT AGREEMENT</b> To be signed only if pet/s are approved.	<b>Tenant Name</b>	<b>Signature</b>	<b>Date</b>