

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Katarmon Pty Ltd T/A Suzie McDonald Real Estate

ADDRESS: 20 Delorme Street

SUBURB: NOOSA HEADS

STATE: QLD POSTCODE: 4567

PHONE:

MOBILE:

FAX:

EMAIL:

0420874813

0420874813

suzie@srenoosa.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:

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:

INITIALS (Note: initials not required if signed with Electronic Signature)

000020398392

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: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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.

INITIALS (Note: Initials not required if signed with Electronic Signature)

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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:

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: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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P.O. Box: 1786, Noosa Heads, Qld. 4567
 Phone: 0420 874 813
 Website: www.srenoosa.com.au
 ABN: 236 387 833 01

SUZIE MCDONALD REAL ESTATE

PRIVACY NOTICE AND CONSENT

CONTACT

If you have any questions or concerns about this privacy notice and consent, you can contact us as follows:

Email: suzie@srenoosa.com.au

Phone: 0420 874 813

You have the right to request access to your information and to request that **SUZIE MCDONALD REAL ESTATE** update or correct your personal information.

PRIVACY CONSENT

We are bound by the Australian Privacy Principles. We need your consent for us to collect personal information. We need to collect your personal information for reasons including verifying your identity, confirming ownership, evaluating applicants, arranging tradespeople, and advertising vacancies. We do not sell your information to third parties to use for marketing or advertising to you.

We ask that you review and sign below to confirm your consent.

I, _____(full name),

of _____

_____ (residential address)

have read and understood the attached information and consent to the use of my personal information for the purposes set out in this form.

I authorise Suzie McDonald Real Estate, and their employees and independent contractors, to provide my personal information to the persons in the list on page 2 as part of Suzie McDonald Real Estate Property Management business operations.

Signed _____

Date ____/____/____

You can revoke your consent at any time, although we likely require your consent to be able to provide services to you.

INFORMATION COLLECTION, USE AND DISCLOSURE

We may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell or lease your property;
- Assisting you to purchase or lease a property;
- Coordinating repairs or maintenance of a property;
- Client and business relationship management;
- Marketing of products and services to you and for you;
- Responding to enquiries about a property you are leasing or selling;
- Assisting you to pay or obtain refund of a bond;
- Assisting you with tenancy disputes;
- Accessing information at the Titles Registry;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases.

The types of personal information that we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your contact details;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto partner, dependent children, and roommates;
- Details of properties owned by you.

In order to provide our services to you, we may disclose your personal information to persons or organisations in the following list:

- Service providers including tradespeople (to attend to work required at the property);
- Lessors and owners;
- Other Property Managers including previous letting agents and/or lessors;
- Personal referees, employers and other details provided in an application;
- Body corporate entities and insurance companies;
- Authorities as required by law;
- Your conveyancer, Valuer or Solicitor.
- Tenancy databases to which we Suzie McDonald Real Estate subscribes.
- You can refer to their Privacy Disclosure Statements via: www.tica.com.au & www.equifax.com.au

ELECTRONIC TRANSMISSION

I/We agree [REDACTED] that I/We give consent to receive any relevant Tenancy documentation by electronic communication such as email/fax and [REDACTED] we agree to receive advice or notification by SMS [REDACTED]

We may need to enter your personal information into form generation software, Management systems, and Real estate websites. We may disclose your personal information to recipients within Australia. We may disclose your personal information to overseas recipients but only where property owners, potential purchasers, or lessees are based overseas or where we engage reputable overseas contractors. We will take all reasonable steps to protect the privacy of your information.