

WAL PAVEY

REAL ESTATE

144 ADELAIDE STREET, MARYBOROUGH,

PROPERTY MANAGEMENT
TELEPHONE (07) 4123 3555
Email: admin@walpavey.com.au
Web: www.walpavey.com.au

OFFICE USE ONLY

Date Received: _____
Outcome: _____
Applicant Notified: _____
Start Date: _____
Rent: \$ _____ Bond \$ _____
Sign Up: _____

Residential Tenancy Application

Please be advised that this application will only be processed once ALL details have been completed with copies of supporting documents attached. Each adult who will be residing at the property must complete below and supply documentation required.

RENTAL PROPERTY DETAILS

Address of Property: _____
Lease commencement: _____ Lease term: _____ Rent per week: \$ _____

APPLICANT 1: PERSONAL DETAILS

Given Name(s): _____ Surname: _____
Have you ever been known by any other name?: (eg. Maiden name) _____
Date of Birth: _____ Drivers Licence number: _____ Expiry date: _____
Home Phone: _____ Work Phone: _____ Mobile: _____
Email Address: _____ Do you smoke? Yes No

CURRENT ADDRESS DETAILS

Current Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____

PREVIOUS ADDRESS DETAILS (PLEASE PROVIDE MINIMUM OF THE LAST 5 YEARS HISTORY)

Previous Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____
Was bond refunded in full: Yes No If no, please specify reason why: _____

PREVIOUS ADDRESS DETAILS (PLEASE PROVIDE MINIMUM OF THE LAST 5 YEARS HISTORY)

Previous Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____
Was bond refunded in full: Yes No If no, please specify reason why: _____

CURRENT EMPLOYMENT DETAILS

Occupation: _____ Current Employer: _____
Employer's Address: _____
Contact Name: _____ Contact Number: _____
Length of employment: _____ Nett weekly income: \$ _____
Other source of income: (eg. Centrelink) _____ Centrelink number: _____
Nett weekly income: \$ _____

NEXT OF KIN

Given Name(s): _____ Surname: _____
Relationship: _____ Address: _____
Phone: _____ Mobile: _____ Email: _____

REFEREES

Business referee: _____ Position: _____
Phone: _____ Mobile: _____
Personal referee: _____ Relationship: _____
Phone: _____ Mobile: _____

APPLICANT 2: PERSONAL DETAILS

Given Name(s): _____ Surname: _____
Have you ever been known by any other name?: (eg. Maiden name) _____
Date of Birth: _____ Drivers Licence number: _____ Expiry date: _____
Home Phone: _____ Work Phone: _____ Mobile: _____
Email Address: _____ Do you smoke? Yes No

CURRENT ADDRESS DETAILS

Current Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____

PREVIOUS ADDRESS DETAILS (PLEASE PROVIDE MINIMUM OF THE LAST 5 YEARS HISTORY)

Previous Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____
Was bond refunded in full: Yes No If no, please specify reason why: _____

PREVIOUS ADDRESS DETAILS (PLEASE PROVIDE MINIMUM OF THE LAST 5 YEARS HISTORY)

Previous Address: _____ Rent per week: _____
Reason for leaving: _____ Length of time at current address: _____
Name of Landlord / Agent: _____ Phone: _____
Was bond refunded in full: Yes No If no, please specify reason why: _____

CURRENT EMPLOYMENT DETAILS

Occupation: _____ Current Employer: _____
Employer's Address: _____
Contact Name: _____ Contact Number: _____
Length of employment: _____ Nett weekly income: \$ _____
Other source of income: (eg. Centrelink) _____ Centrelink number: _____
Nett weekly income: \$ _____

NEXT OF KIN

Given Name(s): _____ Surname: _____
Relationship: _____ Address: _____
Phone: _____ Mobile: _____ Email: _____

REFEREES

Business referee: _____ Position: _____
Phone: _____ Mobile: _____
Personal referee: _____ Relationship: _____
Phone: _____ Mobile: _____

DEPENDANTS - Do you have dependants? YES NO (If yes, please list below)

Full Name/s	Relationship to Applicant	Dependant Date of Birth

PETS - Do you have pets? YES NO (If yes, please list below)

Type of Pet/s	Number of Pet/s	Registered with Council

SUPPORTING DOCUMENTS

IDENTIFICATION - Each applicant 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. If required our office will provide a photocopy service at a cost of 10 cents per page

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

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 Statement, Group Certificate, Tax Return or Accountant's Letter

Not Employed: Centrelink Statement

PRIVACY DISCLOSURE STATEMENT

Wal Pavey Real Estate is 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 Agent/s, your Employer and Referees. We will also use the TICA database to check the rental history of the Applicant/s.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Wal Pavey 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 of which it is 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 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 by contacting our office. 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 3 weeks 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 the 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 Wal Pavey Real Estate. I authorise Wal Pavey 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 Wal Pavey Real Estate subscribes. I can refer to their Privacy Disclosure Statement via: www.tica.com.au

I authorise Wal Pavey Real Estate to refer my name and contact details to tradespeople (to attend to work required at this property), salespeople, 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.

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. Was refunded the rental bond for my previous address in full True False
If false, please advise what deductions were made from your bond:
3. Have no outstanding debt to any other agent/lessor True False
If false, please supply a reason as to why you have not paid this debt
4. Have no known reasons that would affect my ability to pay rent True False

ACKNOWLEDGEMENT

Please acknowledge the following by selecting either YES or NO

I, the Applicant,

1. 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
1.1 For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches as you consider reasonably necessary. Yes No
2. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide a reason as to why. Yes No
3. Acknowledge that I have been made aware of the agency's Privacy Policy. Yes No
4. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of this application. Yes No
5. Acknowledge that my personal contents insurance is not covered under and lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
6. Consent to the use of email and facsimile in accordance with the provisions Set out in Chapter 2 of the Electronic Transactions (Qld) Act 2001 and the Electronic Transactions Act 1999 (cth). Yes No
7. Declare that the above information is true and correct and that I have supplied it of my own free will. Yes No
8. Understand that I have inspected the property and am satisfied with the current condition and cleanliness of the property. Yes No

NAME OF APPLICANT

SIGNATURE

DATE

INFORMATION RELEASE AUTHORITY
Applicant/s to complete top boxed area only.

I/we agree for the following information to be released from previous agent/landlord:	
Applicant 1	Applicant 2
Name:	Name:
Signature:	Signature:
Date:	Date:

Agent/Lessor: _____ Email: _____

Property Address: _____

Please complete the following to the best of your knowledge relating to the above, and return the completed form via email to admin@walpavey.com.au together with **Tenant Rent Ledger**.

QUESTIONS	ANSWERS	
Was this applicant/s listed as a tenant?	Yes	No
Was the applicant/s the sole lease holder?	Yes	No
Period of occupancy:	to	
Weekly rent amount paid:	\$ _____ per week/calendar month	
Did your office terminate the tenancy?	Yes	No
If yes, why?		
Was the tenant ever in arrears?	Yes	No
Was a Notice to Remedy Breach ever issued	Yes	No
If yes	Number of NTR's	
	Reason/s	
Was a Notice to Leave ever issued?		
If yes	Number of NTR's	
	Reason/s	
Was the property well maintained by the tenant/s?	Yes	No
Was the tenant/s abusive towards staff?	Yes	No
Would you put this tenant in a property which is for sale?	Yes	No
Were any pets kept on the property?	Yes	No
If yes, what type of pet and how many?		
Were there any deductions from the bond?	Yes	No
If yes, why?		
Would you/your agency rent to this applicant/s again?	Yes	No
Additional Comment:		

Your assistance is greatly appreciated.

Form completed by: Name of Agent: _____ **Date:** _____