

TENANCY APPLICATION FORM



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TENANCY APPLICATION INFORMATION

Applications will **NOT** be processed unless all information is supplied. Each applicant must complete a separate application. All sections must be completed fully and truthfully. Failure to do so will result in your application being declined.

OFFICE HOURS

Our office is open Monday to Friday between 8.30 am and 5.00pm

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application.

Identification Check

You must provide 100 points of identification with your application. Note: at least one form of photo identification must be provided.

40 points – drivers licence, passport, birth certificate

30 points – 18+ card, other photo ID

20 points - previous four rent receipts, recent pay advice

10 points – vehicle registration certificate, utility accounts, rates notice, health care card, pension card, key card.

Proof of income

You will be required to submit proof of your income with your application.

- Last 3 pay slips (if applicable)
- Bank statement/tax return/accountant letter (if self-employed)
- Centrelink letter/statement (if applicable)

CONNECTION OF UTILITIES

Our office will provide your contact information to Move Me In.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

You will be contacted via email and text and your application can all be done online!

PAYMENT OF RENT & BOND

In accordance with Professionals Everton Park policy, within 24 hours of application approval you will be required to sign the Tenancy Agreement and make payment of the bond; you are also required to pay 2 weeks rent prior to the lease commencement date and keep your rent paid up to date at all times.

This office does not accept bond transfers.

Please note: Keys are not available before the lease commencement date and all funds (bond and 2 weeks rent) must be paid in full prior to the lease commencement date.

TENANCY DATABASE CHECKS

Our office subscribes to TICA Default Tenancy Control Pty Ltd.

Your tenancy history will be checked using this database.

If you default in your tenancy you may be listed with TICA Default Tenancy Control Pty Ltd, which you will be notified of in accordance with legislative requirements.

TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 348 for all enquiries relating to your tenancy history.

Property Address:	
Term of lease requested: 6 MONTHS <input type="checkbox"/>	OR 12 MONTHS <input type="checkbox"/>
Weekly rent: \$	Requested lease start date:

Applicant Details

Full Name:	
Date of Birth:	Phone: ()
Mobile:	Email:
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa expiry date:
Drivers Licence or Passport No:	State: Expiry:
Have you been known by any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name:	
Number of occupants to be living at property:	
Name/s of other applicants/occupants:	
Do you have any dependants: <input type="checkbox"/> Yes <input type="checkbox"/> No	No of dependants:
Name/s of dependents:	Age of dependant/s

Current Address

Do you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share	Rent Per Week \$
Current Address:	
Agent/Lessor Name:	Phone:
Reason for leaving:	
Time at above address: years months	Current lease expiry:

Previous Address

Do you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share	Rent Per Week \$
Current Address:	
Agent/Lessor Name:	Phone:
Reason for leaving:	
Time at above address: years months	

Current Employment

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
Length of employment Years Months	Weekly income (net) \$
Name of Employer:	Contact Name:
Employer Address:	Employer Phone:

Previous Employment			
Position:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual		
Length of employment	Years	Months	Weekly income (net) \$
Name of Employer:	Contact Name:		
Employer Address:	Employer Phone:		

If Self Employed			
Company:	Trading as:		
ABN number:	Nature of business:		
Period self-employed:	years	months	Annual income (attach income statement): \$
Address of business:			
Accountant:	Accountant Phone:		
Creditor referee:	Creditor Phone:		
Creditor referee:	Creditor Phone:		

Student details	Income received (if applicable)
Name of university or college:	
Full time or part time:	
Insert area of study:	

Other Income	Net weekly income
Pension: (type of benefit):	\$
Centrelink benefit:	\$
Other type of income (eg Investments):	\$

Vehicles (please list vehicles to be kept at the property)	
Make & model:	Registration number:
Make & model:	Registration number:
Make & model:	Registration number:

Two Emergency Contacts (not living with you – in the event of an emergency)	
Name:	Relationship:
Address:	Phone:
Name:	Relationship:
Address:	Phone:

Personal References (excluding relatives)	
Name:	Relationship:
Address:	Phone:
Name:	Relationship:
Address:	Phone:

Pets (please list pets you wish to keep at the property)			
Type of pet:		Type of pet:	
Breed:		Breed:	
Name:		Name:	
Age:	Weight: kg	Age:	Weight: kg
Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Council Reg #		Council Reg #	

DECLARATIONS: MUST BE COMPLETED FOR YOUR APPLICATION TO BE PROCESSED

Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Was your bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:	
Was the property in a satisfactory condition when you inspected it? If not, list requests	<input type="checkbox"/> Yes	<input type="checkbox"/> No:	
I declare the information provided is true and correct. I consent to verifying details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.			
I understand that if the nominated Applicant is advised that this application is approved, within 24 hours, payment of the first two weeks rent is required and all approved applicants are to sign the General Tenancy Agreement. The tenant is then bound by the Terms of the Agreement and the Property will cease to be available for rent. Bond is to be paid prior to the lease commencement date.			
Pre-moving in costs as itemised below are to be paid by DIRECT DEPOSIT, BANK CHEQUE OR MONEY ORDER made payment to KEITH BRADY PTY LTD			
ITEM	AMOUNT	IMPORTANT NOTES	
Rent – First two weeks rent	\$	Must to paid within 24 hours of application approval	
Bond – Equivalent to 4 times weekly rent NB: if rent is over \$700p/w, bond is as specified on advertising	\$	Must be paid and clear funds in the trust account before lease commencement	
TOTAL PRE-MOVING IN COST (2 weeks rent and bond total)			\$

Applicant Name:	
Applicant Signature:	
Date:	

PRIVACY DISCLOSURE STATEMENT

Keith Brady Real Estate are bound by the Privacy Act 1988 (Cth) and the Australian Privacy Principles set out in the Act. A copy of our Privacy Policy can be found at www.kbre.com.au. 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 details of Tenancy defaults by you are held on the Tenancy Database. Your consent for our office to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in the Application or our Agency collects from other sources is necessary for Keith Brady 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 the Tenancy Databases may also be disclosed to our Agency and /or 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 operator of Tenancy Databases and/or other agents.

If your Application is not successful it will be destroyed immediately unless otherwise requested to be collected in accordance with the Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application 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 NOTICE AND CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Keith Brady Real Estate. I authorise Keith Brady 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 Default Database TICA

I authorise Keith Brady Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at the property), Valuers, the Lessor, other Agents, Database operators, other Real Estates, Body Corporate, Insurance companies, and Financial services, if requested or required in the future and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed, all tenants consent 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 (where applicable).

ACKNOWLEDGEMENT OF TENANCY AGREEMENT AND LEASE CLAUSES

The applicant acknowledges that prior to submitting this application they have visited www.kbre.com.au and read the Tenancy Agreement and lease clauses prior to submitting this application. Any questions were raised at the inspection and clarified prior to submitting the application.

ACKNOWLEDGEMENT AND CONSENT TO ABOVE TERMS BY APPLICANT

Applicant Name:	
Applicant Signature:	
Date:	