

TENANCY APPLICATION



AGENCY NAME	RENT BIZ PROPERTY MANAGEMENT
ADDRESS	6/85 Welsby Parade, Bongaree, Qld, 4507
PHONE	3410 1853
FAX	3410 1851
EMAIL	propertymanagement@rentbiz.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.
- 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. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Drivers Licence, Passport, Birth Certificate	40
<input type="checkbox"/> 18+ Card, Other Photo ID, Recent or Current Pay Advice, Previous Tenancy Ledger	30
<input type="checkbox"/> Previous four rent receipts	20
<input type="checkbox"/> Current vehicle registration certificate, Bank Statement, Credit Card Statement, Telephone, Electricity, Gas Accounts, Pension Card, Health Care Card	10
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS	

- 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.

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

- Attached photocopies of documents to meet 100 or more points of ID

- 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
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
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 Full Name and Current Address

Name Address

Personal Details

Date of Birth Place of Birth

Drivers Licence No. Expiry Passport No Expiry Date

Applicant's Contact Details

☎ Home ☎ Mobile ☎ Business Email

Australian Citizen

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

Current Tenancy Details

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

Full Time Part Time Casual Contract

Your Position Length of Employment Years Months

Payroll / Manager's Name Fax ☎ Business

Total Annual Income (as declared to Australian Taxation Office) \$ Pay day is of each: week / fortnight / month (circle frequency)

If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Months Industry/ Nature of Business

Total Annual Income (as declared to Australian Taxation Office) \$ *Attach income statement by Accountant or ATO Return*

Accountant Details ☎ Business

Creditor Referee ☎ Business

Creditor Referee ☎ Business

RENT BIZ PROPERTY MANAGEMENT
6/85 Welsby Parade, Bongaree Qld 4507
07 3410 1853

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 **RENT BIZ** 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 documents 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 **Rent Biz Property Management**. I authorise **Rent Biz** 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 **Rent Biz** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Rent Biz** 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 Rent Biz 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 -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

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

Applicant Name	
Applicant Signature	
Date	
Time	