

RESIDENTIAL TENANCY APPLICATION FORM

Thank you for choosing Williams Real Estate Indooroopilly to assist you in your search for suitable accommodation.

PLEASE NOTE:

- Any person who is over the age of 18 **must** submit an application if they wish to reside in the property.
- Applicants must inspect the property **prior** to submitting an application
- Applications **will not** be processed until all applications are received together and are completed in full with the required identification

Identification

- A minimum of 100 points of identification must be attached to all applications
- Points for each form of identification are indicated

Below are the types of accepted identification, and how many from each tier can be used in your application.

Tier One: Must supply one of these (1x ID equal to 40 points, any additional equal to 20 points each)		
- Birth Certificate	40	<input type="checkbox"/>
- Driver's License or 18+ Card	40	<input type="checkbox"/>
- Passport	40	<input type="checkbox"/>
- Student ID card/Work ID Card	30	<input type="checkbox"/>
Tier Two: maximum of two		
- 2 Recent Payslips	20	<input type="checkbox"/>
- Bank Statement/s	20	<input type="checkbox"/>
- Scholarship	20	<input type="checkbox"/>
- Accounts Letter (if Self-Employed)	20	<input type="checkbox"/>
- Other Photo ID (from Tier 1)	20	<input type="checkbox"/>
Tier 3: maximum of three		
- Bill (Electricity, Phone, Rates, Gas, Vehicle Registration)	10	<input type="checkbox"/>
- Pension Card	10	<input type="checkbox"/>
- Medicare Card	10	<input type="checkbox"/>
- Bank Cards	10	<input type="checkbox"/>
- Concession Card	10	<input type="checkbox"/>
TOTAL Number of ID Points Provided		<input type="checkbox"/>

Submitting Applications

- Applications can be submitted by:
 - Post or in person to our office at 22 Station Road, Indooroopilly Q 4068
 - Fax (07) 3878 1208
 - Email rentals@wrei.com.au

Processing of Applications

- We aim to process all applications within 24 - 48 hours, subject to the availability of referees
- Applicants will be advised of the outcome of the application as soon as reasonably possible
- Rejected applications will be destroyed, as per the requirements of the Privacy Act Guidelines

Notification of Acceptance

- Once we have received your verbal acceptance, we will email you a copy of the lease agreement and other necessary documents which will be signed during the Lease Sign Up Appointment
- If you agree with the documents, a deposit equivalent to two weeks rent is required within 24 hours of receiving the documents. **Please Note: deposits are only accepted in cash, bank cheque, money order or online transfer, the office does not have EFTPOS facilities. Deposits are non-refundable if you change your mind or circumstances change.**

Lease Sign up Appointment

- Once the deposit is paid, we will contact you to arrange a suitable time for all lease holders to attend to sign all documents
- A four week bond is required to be paid prior to receiving any keys (NOTE: Where a property is rented for over \$700.00 per week, a six week bond will be required)
- All bond payments are to be paid by either cash, bank cheque, or money order only
- **Personal Cheques and un-cleared electronic funds are not accepted. We do not accept Bond Transfers.**

Rent Payments

- Rental Payments are only accepted via EziDebit Payment Solutions using BPay, phone or internet banking, or bank cheque, money order or personal cheques.
- We will set this system up for you during the Lease Sign Up Appointment. Please bring banking details with you
- As required under the Residential Tenancies and Rooming Accommodation Act 2008, the costs associated with EziDebit Payment Solutions are \$1.50 per transaction.

PRIVACY DISCLOSURE STATEMENT

OF APDEX PTY LTD T/A WILLIAMS REAL ESTATE INDOOROOPILLY

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the default database operated by TICA default Tenancy Control Pty Ltd. You can find out more information about this database at its website at www.tica.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT: I, the Applicant acknowledge that I have read the Privacy Notice of Apdex Pty Ltd trading as Williams Real Estate Indooroopilly. I authorise Williams Real Estate Indooroopilly to collect information about me from my previous letting agent and/or landlords, personal referees and any tenancy default database (including TICA) which may contain personal information about me. I also authorise Williams Real Estate Indooroopilly to disclose details about any defaults made by me under the tenancy to which this application relates to any default database to which it subscribes including TICA. I authorise Williams Real Estate Indooroopilly to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside of Australia.

Applicant Name: _____ **Signature:** _____ **Date:** ____ / ____ / ____

OFFICE USE ONLY

RENTAL REFERENCE REQUEST

AGENCY: _____ **FAX: (____) _____**

**Please complete the questions below and either fax to our office to 07 3878 1208
or email rentals@wrei.com.au**

PLEASE INCLUDE A COPY OF TENANT/S LEDGER.

Tenants: _____

Rental Property: _____

How long have they leased the above property? Please provide lease dates _____ / _____ / _____

How much rent did they pay \$ _____

Have the tenants ever been in arrears? Yes No

Was there any Notice to Remedies ever issued? Yes No

If yes, what for? _____

Was a Notice to leave ever issued? Yes No

If yes, what was it for? _____

During routine inspection was there any reason for concern? Yes No

If yes, what reasons? _____

Were there any pets kept on the property? Yes No

Were there/ are you expecting deductions from the bond? Yes No

If yes, what reasons? _____

Would you rent to them again? Yes No

Notes: _____

**It would be greatly appreciated if you could have this returned to us today.
Thank you in advance for your co-operation.**

Address: 22 Station Road, Indooroopilly QLD 4068

Phone No: 07 33789877

Fax No: 07 38781208



PROPERTY DETAILS:				PERSONAL DETAILS:			
Address:				First Name:		Middle Name:	
Suburb:		Postcode:		Surname:			
Rent: \$ ____/week		Lease Term:		Date of Birth:		Age:	
Lease Start Date:				Phone No.: ()		Mobile No.:	
NAME/S OF OTHER APPLICANTS:				Driver's License No.:		Passport No.:	
First Name:		Last Name:		Email:			
First Name:		Last Name:		EMERGENCY CONTACT:			
First Name:		Last Name:		Please provide an emergency contact, not residing with you.			
First Name:		Last Name:		First Name:		Last Name:	
No. of Adults to reside in the property:				Address:			
No. of Children to reside in the property:				Suburb:		Post Code:	
Ages of Children:				Relationship:		Contact No.:	

CURRENT ADDRESS:				CURRENT EMPLOYMENT DETAILS:			
Address:				Occupation:			
Suburb:		Post Code:		Company Name:			
Time at current address: ____ Years ____ Months				Address:			
Owner <input type="checkbox"/>	Family <input type="checkbox"/>	Rental <input type="checkbox"/>	International <input type="checkbox"/>	Suburb:		Post Code:	
Rent: \$ ____/week (if applicable)		Mortgage: \$ ____/week (if applicable)		Work Phone No.: ()			
Name of Landlord/Agency:				Contact Person:			
Agent Phone No.: ()		Fax No.: ()		Contact No.: ()		Role:	
Was bond repaid in full:		Yes <input type="checkbox"/> No <input type="checkbox"/>					
If No, specify why:				Length at current employment: ____ Years ____ Months			
Reason for leaving:				Net Income: \$ ____/Week \$ ____/Month			
PREVIOUS ADDRESS:				PREVIOUS EMPLOYMENT DETAILS:			
Address:				Occupation:			
Suburb:		Post Code:		Company Name:			
Time at previous address: ____ Years ____ Months				Address:			
Name of Landlord/Agent (if applicable):				Suburb:		Post Code:	
Phone No.: ()		Fax No.: ()		Contact Person:			
Rent paid per week: \$ _____				Contact No.: ()		Role:	
Reason for leaving:				Length at previous employment: ____ Years ____ Months			
Was bond repaid in full?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Net Income: \$ ____/Week \$ ____/Month			
If No, specify why:							

Address: 22 Station Road, Indooroopilly QLD 4068

Phone No: 07 33789877

Fax No: 07 38781208

CENTRELINK/PENSION:		UTILITY CONNECTIONS:	
Type:			
Payment: \$ ____ /Week \$ ____ /Month		 Let On The Move reduce your stress and save you time by arranging your utility connections at the property at no extra cost! We will contact you within 2 hours to confirm.	
STUDENTS TO COMPLETE:		ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANCY INSURANCE	
Course Name:		Ph: 1300 850 360 Fax: 1300 661 160	
Place of Study:		<input type="checkbox"/> YES!! I would like On The Move to contact me.	
Course Length:		Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au .	
Enrolment/Student No.:		On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.	
Campus Contact:		DECLARATION	
Role: Phone No.: (____) _____		I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement.	
Course Co-ordinator:		I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.	
Role: Phone No.: (____) _____		I declare that I have inspected the premises and am not bankrupt.	
Scholarship Allowance: \$ ____ /Week \$ ____ /Month		I authorise the Agent to obtain personal information from:	
STUDENT PARENT OR NEXT OF KIN DETAILS:		(a) the owner or the Agent of my current or previous residence;	
Name: Mobile No.:		(b) my personal referees and employer/s;	
Address:		(c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history.	
Suburb/Country: _____ Post Code: _____		I am aware that I may access my personal information by contacting:	
Guarantor Letter Enc.: <input type="checkbox"/> Name of Guarantor:		• NTD: 1300 563 826	
OTHER INFORMATION:		• TICA: 1902 220 346	
Car Registration:		• TRA: 02 9363 9244	
Do you have Pets: Yes <input type="checkbox"/> No <input type="checkbox"/>		If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.	
If Yes, specify: (Type, Breed, size, weight, indoor/outdoor pet etc.)		I am aware that the Agent will use and disclose my personal information in order to:	
Are you a smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>		(a) communicate with the owner and select a tenant	
REFEREE 1: (NOT residing with you)		(b) prepare lease/tenancy documents	
Name:		(c) allow organisations/trades people to contact me	
Mobile No.:		(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority	
Occupation:		(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
Relationship:		(f) refer to collection agents/lawyers (where applicable)	
Notes:		(g) complete a credit check with NTD (National Tenancies Database - Phone 1300 563 826 – Email info@ntd.net.au)	
REFEREE 2: (NOT residing with you)		I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.	
Name:		I consent to the disclosure of this page of the application form to On The Move ABN 84 101 648 257 for the purpose of enabling On The Move to offer the connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service.	
Mobile No.:		Signature _____	
Occupation:		Date _____	
Relationship:			