

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 | | |
| - 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 Principals. 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"/> | Length at current employment: ____ Years ____ Months | | | |
| If No, specify why: | | | | Net Income: \$ ____/Week \$ ____/Month | | | |
| Reason for leaving: | | | | PREVIOUS EMPLOYMENT DETAILS: | | | |
| PREVIOUS 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: | | | | | | | |

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| | | | |
|--|--|--|------------------------------------|
| CENTRELINK/PENSION: | | UTILITY CONNECTIONS: | |
| Type: | |  <p>Your Free No Obligation Utility Connection Service Let Direct Connect take the hard work out of your move, we'll do all the running around and set everything up for you you choose your suppliers. It's easy and best of all its FREE!</p> | |
| Payment: \$ ____ /Week \$ ____ /Month | | | |
| STUDENTS TO COMPLETE: | | | |
| Course Name: | | Please tick utility connections as required: (We will call you to confirm your details and connection timings) | |
| Place of Study: | | Electricity: <input type="checkbox"/> | Gas: <input type="checkbox"/> |
| Course Length: | | Internet: <input type="checkbox"/> | Pay T.V.: <input type="checkbox"/> |
| Enrolment/Student No.: | | Removals: <input type="checkbox"/> | |
| Campus Contact: | | Phone: <input type="checkbox"/> | |
| Role: | Phone No.: (____) _____ | Insurance: <input type="checkbox"/> | |
| Course Co-ordinator: | | <p>DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.</p> <p>By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.</p> <p>P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au</p> | |
| Role: | Phone No.: (____) _____ | | |
| Scholarship Allowance: \$ ____ /Week \$ ____ /Month | | | |
| STUDENT PARENT OR NEXT OF KIN DETAILS: | | | |
| Name: | Mobile No.: | | |
| Address: | | | |
| Suburb/Country: _____ | Post Code: _____ | | |
| Guarantor Letter Enc.: <input type="checkbox"/> | Name of Guarantor: | | |
| OTHER INFORMATION: | | | |
| Car Registration: | | | |
| Do you have Pets: | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If Yes, specify: (Type, Breed, size, weight, indoor/outdoor pet etc.) | | | |
| Are you a smoker: | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| REFeree 1: (NOT residing with you) | | Signed: _____ Date: _____ | |
| Name: | | DECLARATION: | |
| Mobile 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 Tenancy Agreement. | |
| Occupation: | | I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including previous page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. | |
| Relationship: | | I authorise the Agent to obtain personal information from: | |
| Notes: | | <ul style="list-style-type: none"> a) The owner or the Agent of my current or previous residence b) My personal referees and employer/s c) Any record listing or database of default tenants; | |
| REFeree 2: (NOT residing with you) | | If I default under a rental agreement, I agree that 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. | |
| Name: | | I am aware that the Agent will use and disclose my personal information in order to: | |
| Mobile No.: | | <ul style="list-style-type: none"> a) Communicate with the owner and a select tenant b) Prepare lease/tenancy documents c) Allow tradespeople or equivalent organisations to contact me d) Lodge/claim/transfer to/from Bond Authority e) Refer to Tribunals/Courts & Statutory Authorities (where applicable) f) Refer to collection agents/lawyers (if applicable) g) Complete a credit check with the National Tenancies Database | |
| Occupation: | | 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. I am aware that I may access personal information on the contact details above. | |
| Relationship: | | Signed: _____ Date: _____ | |
| Notes: | | | |