

Phone: 07 3807 9077

Fax: 07 3807 9788

Email: rentals@professionalsbeenleigh.com.au

Property _____ Rent \$ _____ Date _____

Length of Lease Requested _____ (eg. 6 months, 12 months) Requested Start Date _____

To enable processing of this application, each applicant **must provide photocopies** of the following items:

- Photo Identification eg. Driver's Licence, 18+ Card, Passport *
- Proof of residential address*
- Proof of income eg. wage slips, bank statements, accountant's letter, Centrelink letter *

* You must have these forms of ID prior to submitting your application.

APPLICANT 1 DETAILS:

Name _____
 D.O.B _____
 D/L Number _____
 Car registration _____
 Make _____ Model _____
 p (HM) _____ p (WK) _____
 m _____
 email _____
 Are you a smoker No Yes
 Pets No Yes
 Type _____ Breed _____

CURRENT HOME DETAILS

Address _____

 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full?
 Yes No

PREVIOUS HOME DETAILS

Address _____

 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Did you receive the Bond to be refunded in full?
 Yes No

APPLICANT 2 DETAILS:

Name _____
 D.O.B _____
 D/L Number _____
 Car registration _____
 Make _____ Model _____
 p (HM) _____ p (WK) _____
 m _____
 email _____
 Are you a smoker No Yes
 Pets No Yes
 Type _____ Breed _____

CURRENT HOME DETAILS

Address _____

 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full?
 Yes No

PREVIOUS HOME DETAILS

Address _____

 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Did you receive the Bond to be refunded in full?
 Yes No

APPLICANT 1 cont.

\$ INCOME DETAILS – All income is take home “per week”

Occupation

Full time Part time Casual (..... hours per week)

Period of employment _____

Weekly wage _____

Employer _____

Employer’s contact details _____

If current employment is less than 6 mths:

Previous employer _____

Previous employers contact _____

If not employed:

Student Pensioner Unemployed Other Income

Details _____

Allowance/wage \$ _____

OTHER INFORMATION TO SUPPORT YOUR APPLICATION (DO NOT USE SOMEONE RESIDING WITH YOU OR THE SAME AS APPLICANT 2)

Next of kin _____

Ph _____

Address _____

Relationship _____

Referee _____

Ph _____

Address _____

How long known _____

APPLICANT 2 cont.

\$ INCOME DETAILS – All income is take home “per week”

Occupation

Full time Part time Casual (..... hours per week)

Period of employment _____

Weekly wage _____

Employer _____

Employer’s contact details _____

If current employment is less than 6 mths:

Previous employer _____

Previous employers contact _____

If not employed:

Student Pensioner Unemployed Other Income

Details _____

Allowance/wage \$ _____

OTHER INFORMATION TO SUPPORT YOUR APPLICATION (DO NOT USE SOMEONE RESIDING WITH YOU OR THE SAME AS APPLICANT 1)

Next of kin _____

Ph _____

Address _____

Relationship _____

Referee _____

Ph _____

Address _____

How long known _____

No. of Persons to Reside in Property _____ No. of Children _____ Children’s Ages _____

Full name of all persons other than applicant/s wishing to occupy the premises (i.e. children):

Please note: all parties over 18 must complete an application form in full.

▶▶ Have you ever been evicted or are you in debt to another Landlord or Agent Yes No
If yes, give details _____

▶▶ Was the property in a clean and tenable manner when inspected? Yes No - (A detailed condition report will be completed prior to you taking possession) If no, give details _____

▶▶ Do you have minimum of 2 weeks rent readily available upon acceptance of application? Yes No

▶▶ Do you have full bond equivalent to 4 weeks rent available upon acceptance of application? Yes No

▶▶ Will you be applying for a bond loan? Yes No

I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct. I/We have inspected the premises and wish to take a tenancy of such premises for a period of _____ months/years at a rental of \$ _____ per week commencing on _____. I/We acknowledge receipt of a Form 18a – General Tenancy Agreement and have read and understood the contained terms.

If it is found you have, in our opinion, lied on your application in anyway, your application will automatically be declined.

I/we acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.

APPLICANT 1 - FULL NAME _____

SIGNATURE _____

DATE _____

APPLICANT 2 - FULL NAME _____

SIGNATURE _____

DATE _____



**Your Free No Obligation Utility Connection Service
Please tick utilities as required**

(Direct Connect will call you to confirm your details and connection timings)

Electricity Internet Gas Phone Pay TV Insurance

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.

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.

SIGNATURE: _____ DATE: _____

P: 1300 664 715 F: 1300 664 185 W: www.agents.directconnect.com.au



INFORMATION FOR PROSPECTIVE TENANTS

PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION

PROCESSING TENANCY APPLICATIONS

We endeavour to process all tenancy applications within 48 hours. This time may be extended due to difficulties contacting referees, confirming previous rental/home details, or contacting the property owner.

We are unable to process applications that have not been completed in full and signed by all applicants.

We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one application, and that if you are unsuccessful it does not necessarily mean that you are unsuitable - so please feel free to apply for other properties.

HOLDING DEPOSIT

If your application is successful, to secure the property we will require you to pay a holding deposit (equal to one weeks rent). Please note that this must be paid in cleared funds i.e. **Eftpos or through DEFT Payment Systems**. Only if you secure the property with this deposit will we remove the property from our rental list and cease taking further applications.

After paying the holding deposit, you are required to notify our office within 24 hours should you opt **not** to take the tenancy. *Please note: Once a holding deposit has been paid you are legally bound to uphold the verbally agreed to tenancy agreement. Should you change your mind after the deposit is paid you will forfeit your holding deposit and may be held accountable for compensation to the owner.*

INITIAL PAYMENT OF RENT AND BOND

Prior to taking possession of the property we require 4 weeks bond and 2 weeks rent (the holding deposit will be the first weeks rent). If your weekly rent is more than \$500 per week the bond requirement may vary.

This office does not accept full bond transfers however we do accept Department of Housing Bonds.

All monies must be paid and cleared and all parties must sign the lease agreements prior to collecting the keys. EFTpos is acceptable, however please ensure your daily limit is sufficient to allow the transaction. Alternatively you can pay by the DEFT Payment System however this needs to be done 4 business days prior to sign up to allow funds to clear.

RENT PAYMENTS

It is our policy that all rental payments are to be made via DEFT Payment Systems. Details of these payment methods can be obtained from the office.

Except for the initial payment of holding deposit and funds at sign up, we do not accept rental payments via EFTpos directly through our office.

The personal information the prospective lessee/tenant provides in the application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

Privacy Act Collection Notice

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicant's identity, and to process and evaluate the application.

As part of the verification process the Agent, without limitation, may:

- * Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- * Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the Applicant.

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and to tradespeople maintaining or repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under the agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agent holds, they can do so by contacting the Professionals **Beenleigh** at **1/133 City Road, Beenleigh**. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/we hereby authorise the Professionals Beenleigh to use and disclose my/our personal information in accordance with the above Collection Notice.

APPLICANT 1 - FULL NAME _____

SIGNATURE _____

DATE _____

APPLICANT 2 - FULL NAME _____

SIGNATURE _____

DATE _____

TENANTS ACKNOWLEDGEMENT

Property Address:

Tenant/s Name/s:

1. Carpet Cleaning and Basic Pest Control must be carried out by a licensed contractor at the end of your tenancy. If pets are kept on the premises, Internal & External Flea control must also be carried out by a licensed contractor. Receipts must be presented when handing in keys. Should you choose to employ your own contractor and they do not carry out the job to our satisfaction, we reserve the right to have the job carried out again by our contractor and deduct the funds from your bond.
2. **NO SMOKING** is permitted inside the premises at any time during the tenancy.
3. Should you choose to vacate the premises prior to the end of a fixed term lease you will be liable for the rent up until the day a new tenant takes over as well as compensation to the owner in the way of one weeks rent plus GST.
4. When vacating tenants must give two weeks written notice to vacate, however this notice must not end prior to the expiry of a fixed term lease.
5. Rent must be paid using DEFT Payment Systems (Auto Pay, Internet, Phone, Credit Card). Cash will not be accepted. Rent must be kept at least one week in advance at all times. Failure to comply will result in you giving yourself a bad reference.
6. Only one car per lease holder may be kept on the premises (not including approved occupants). No car bodies or caravans to be kept on the premises at any time. No vehicles or trailers to be parked on the lawn at ANY TIME.
7. Garbage and Recycling bins must be kept out of sight from the front of the property. i.e. Behind the fence or in the garage.
8. Any damage caused by tenants, pets or visitors must be repaired immediately by a qualified tradesperson at the tenants expense.
9. Failure to comply with Body Corporate By-laws (if applicable) will result in application to Small Claims Tribunal to terminate your tenancy.
10. At any time throughout the tenancy should there be any maintenance required, please complete a maintenance request form and return it to the office. We will then arrange the maintenance as per our office procedures.
11. Emergency repairs can be phoned through to the Contractors on your lease **only if the office is closed** (ie. After Hours or Weekends), if the office is open Emergency repairs can be phoned through to the office. Emergency repairs are plumbing or electrical necessities, such as blocked toilet, burst water pipe or no electricity (you must check the safety switch has not been tripped before calling the electrician) or pump problems (if on Tank Water or Septic Systems). Dripping taps, broken light switches etc are not emergencies and must be reported to the office.
12. At any time throughout the tenancy should a person or person's intend on staying at the premises for more than one month they must come into the office and complete an application form and be approved prior to moving in.
13. At any time throughout the tenancy we may be required to photograph the inside and outside of the property for advertising or maintenance purposes.

I/we the tenant/s have read and agree to abide by the above conditions of my/our tenancy.

Signed:

Tenant 1: _____ Date: / /

Tenant 2: _____ Date: / /

Witnessed by Property Manager: _____