

Applicant's Details

Name			
Address			
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

Yes No: Attach copies of Passport and Visa Visa Expiry Date

Current Tenancy Details if applicable

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Email	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	
Reason for vacating				

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Email	

Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name		Email	<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		<input type="checkbox"/> Business		
Creditor Referee		<input type="checkbox"/> Business		

Income

Source – List below	\$	Net income per week (Verification required)	
• Employment	\$	Last 2 pay slips	
• Self Employment	\$	Bank Statement, Group Certificate, Tax Return	
• Government	\$	Centrelink statement	
TOTAL	\$		

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Statements

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Dependants – eg: Children

Name	Relationship to applicant	Age
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Pets No Yes: Refer to attached Pet Application and Agreement completed or download from website

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship (H	Relationship (H
Email (M	Email (M

Personal Referees who are not Relatives (and has been to your place of residence)

Name	Occupation	(Business Hours Contact
1. Work	Relationship:	(Mob (
2. Work	Relationship:	(Mob (

Declarations – Applicant to Complete and Provide Details as Required

- Have you ever been evicted by any Lessor or Agent? No Yes:
- Are you in debt to another Lessor or Agent? No Yes:
- Is there any reason known to you that would affect your ability to pay rent when due? No Yes:
- Was your Bond at your last address refunded in full? Yes No:
- Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on ____/____/____
I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as deposit / bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **DIRECT DEPOSIT** into the nominated account supplied by One Agency Ward Real Estate.

ITEM	CALCULATION	\$PAYABLE	IMPORTANT NOTES
Deposit – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

Applicant Signature _____ **Date** _____ / _____ / _____

One Agency Ward Real Estate

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 **our Agency** 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 Application 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 One Agency Ward Real Estate. I authorise One Agency Ward 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 Databases to which One Agency Ward Real Estate subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise One Agency Ward Real Estate 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 One Agency Ward Real Estate 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	

To lodge this form please email or hand deliver to the office

One Agency Ward Real Estate

Address: 518 Gympie Rd, Strathpine

Phone: (07) 3881 2007

Fax: (07) 3881 2008

Email: susanward@oneagency.com.au