



# Real Estate

## RESIDENTIAL TENANCY APPLICATION FORM

Elders Real Estate Chinchilla & Miles  
chinchillamilles.elders@email.propertyme.com

Proposed Property Address: \_\_\_\_\_

Advertised Rent: \$\_\_\_\_\_ Do you wish to pay rent weekly / fortnightly / calendar monthly

Length of Tenancy:  26 weeks/6 Months  52 weeks/12 Months  Other \_\_\_\_\_

Commencement Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_ Previous Last Name (if applicable): \_\_\_\_\_

Date of Birth: / / Marital Status: \_\_\_\_\_ 18+ Card No: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle Rego No: \_\_\_\_\_ State: \_\_\_\_\_

Car  Bike  Make, Model and Colour: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Medicare Card Number: \_\_\_\_\_

Passport Number : \_\_\_\_\_

Are you or any of the dependents residing with you, smokers? Yes  No

Is the address noted on your licence the same as your current address? Yes  No

**The Properties managed by this Office may be protected by the Barclay MIS Protect & Collect Plan.**

**Before any application will be considered, you must achieve a minimum of 100 points!**

TYPE OF ID	Number of Points	Copy Attached
Copy of Rates Notice (if previously owned property)	50	<input type="checkbox"/> Points Value
Rent Ledger from current managing agent	50	<input type="checkbox"/> Points Value
Passport	50	<input type="checkbox"/> Points Value
Drivers Licence	50	<input type="checkbox"/> Points Value
Photo ID (18+ Card)	50	<input type="checkbox"/> Points Value
Birth Certificate	50	<input type="checkbox"/> Points Value
Current car/bike registration papers	10	<input type="checkbox"/> Points Value
Copy of phone, electricity, gas accounts	10 each	<input type="checkbox"/> Points Value
Medicare card, pension card, bank statement	10 each	<input type="checkbox"/> Points Value
Proof of Income – if employed, last 2 payslips If self-employed, bank statements, accountant details, tax return for previous year		<input type="checkbox"/> Relevant copies of documentation attached

**Employment Details/ Proof of Income -**

If you are employed, are you: Full Time  Part Time  Casual  Contract

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ Net Weekly Income (ex over time): \$ \_\_\_\_\_

If employed less than 6 months, previous employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Position held: \_\_\_\_\_

**If you are self-employed:** Registered name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ ABN: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Phone Number : \_\_\_\_\_ Personal Net Income p/week: \$ \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of time in business: \_\_\_\_\_ Name of major creditor: \_\_\_\_\_

**If you are a student, are you:** Full Time  Part Time

Are you an overseas student: Yes  No  If yes, visa expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of learning institution: \_\_\_\_\_ Department : \_\_\_\_\_

Student union number: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Income source: \_\_\_\_\_ Contact: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

**If you receive a Centrelink payment,** total amount received weekly: \$ \_\_\_\_\_

Type of payment: \_\_\_\_\_ CRN Number: \_\_\_\_\_

**Your Rental History/ Proof of Ownership**

**Current** Agent/Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Address of property: \_\_\_\_\_ Rent per week: \_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Date vacated: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was Bond refunded in full: Yes  No  If no, why? \_\_\_\_\_

**Previous** Agent/Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Address of rented property: \_\_\_\_\_ Rent per week: \_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Date vacated: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was Bond refunded in full: Yes  No  If no, why? \_\_\_\_\_

**Next of Kin x 1 (not residing with you)**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Emergency Contacts x 2 (parent/guardian, family members not living with you)**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Personal References x 2**

Please complete both references requested below - do not use the same contact twice and do not use the same people who are listed as your next of kin or emergency contacts above.

Your 2 references should be acquaintances, work colleagues or personal friends (must be Australian residents) and if self-employed please list at least one established trade or business reference.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Known for: \_\_\_\_\_ ( years/months)  
 Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Known for: \_\_\_\_\_ ( years/months)  
 Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Other Information**

Will Dependants reside at the property? Yes  No  IF yes, how many? \_\_\_\_\_

Please list their names and ages: \_\_\_\_\_

Will there be any other persons living at the property? Yes  No

If yes, who? \_\_\_\_\_

Have they completed a Tenancy Application Form? Yes  No

If no, why? \_\_\_\_\_

Do you have pets? Yes  No  If yes, how many? \_\_\_\_\_

Please list type and breed: \_\_\_\_\_

Is your pet registered? Yes  No  If yes, registration number: \_\_\_\_\_

Do you own a lawn mower? Yes  No  Do you own a vacuum cleaner? Yes  No

If no, how do you intend to care for the lawns and the property?

\_\_\_\_\_

**Disclaimer / Authority**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement. I further declare that I have inspected the property located at:

Yes  No

I have, of my own accord, decided that I wish to rent the aforementioned property commencing / /  
for a period of \_\_\_\_\_ months / year.

1. I have been informed, understand and agree that the rental for the said property is to be \$ \_\_\_\_\_ per week and is within my means.
2. (i) I have been informed, understand and agree that the rental for the said property is to be paid every \_\_\_\_\_ and is to be paid by the due date at all times.  
  
(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a Periodic basis and I further warrant that I will cooperate fully to allow this inspection to be carried out.
3. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
4. I have been informed, understand and agree that should the landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Tenancy Agreement (including but not limited to : evictions, payment of rent, maintenance of the premises, making good any damage to the premises), that all and any such moneys expended by the landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc..
5. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
  - a. Listing my name with a database as a result of a tribunal order
  - b. Enforcing a tribunal order
  - c. Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
7. I have been informed and understand that this property may be covered by the Barclay MIS Protect & Collect Plan and in this case, I further consent to the agent supplying my personal information to Barclay MIS Protect & Collect Pty Ltd.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
9. You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.
10. The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.
11. If you enter into the lease or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents. If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent. You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process the Application for Tenancy.
12. I have been informed, understand and acknowledge that the agent may contact me via email.

### **Written Notice about Use of Tenancy Databases**

Section 458A Residential Tenancies and Rooming Accommodation Act 2008 Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator. The database/s we use are:

Barclay MIS Protect &

Collect Pty Ltd Telephone:

1300 883 916

(Tenant Enquiries see contact details below)

P.O. BOX 553 WYNNUM QLD 4178

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

TICA

P.O. Box 120 Concord NSW 2137

190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

### **Rental Reference Check**

In accordance with the privacy act, I the undersigned authorise the recipient of this fax to give information to Elders Real Estate Chinchilla & Miles, regarding my rental history.

I further understand this information may be used to assess my application for tenancy.

Elders Real Estate Office Contact

Ph: 07 4669 1966

Email: [chinchillamiles.elders@email.propertyme.com](mailto:chinchillamiles.elders@email.propertyme.com)

Please complete the information below and return with your tenancy application form:-

Applicants Name: \_\_\_\_\_

Property Applied For: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Tenancy: \_\_\_\_\_ Rent Paid Per Week: \_\_\_\_\_ No. of Occupants: \_\_\_\_\_

Current /Previous Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone \_\_\_\_\_ Agent/Landlord Fax: \_\_\_\_\_

Managing Agent Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

*Applicants Name:* \_\_\_\_\_

*Applicants Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**In order for us to process your application, we will email this signed statement to your current managing agent/ landlord to obtain a reference check.**

## **Privacy Statement**

Elders Real Estate ( "us" or "we") is subject to the Privacy Act 1988 (Cth) including the Australian Privacy Principles (APP). We respect the privacy of your personal information and treat it in accordance with this statement.

If you have any concerns or would like to access your personal information that we hold, please contact;

### ***Elders Real Estate***

***69 Heeney Street***

***CHINCHILLA QLD 4413***

***Phone: 07 4669 1966***

***Email: [chinchillamiles.elders@email.propertyme.com](mailto:chinchillamiles.elders@email.propertyme.com)***

### **Collection of your personal information:**

We do not collect personal information unless it is necessary for us to carry out our functions or activities and to provide assistance to our members.

Each time you contact us, you may provide us with personal information about yourself or others that we need to use to provide you with our services. This includes personal information that we collect when you complete forms, applications or surveys, when you participate in forums on our web site or when you otherwise specifically provide us with your personal information. We will only use or disclose your personal information for the primary purpose of our business or purposes related to our business activities such as marketing.

You may provide personal information to us to receive information about products or services offered through this website, to purchase such products and services, to receive newsletters or become involved in promotions or other initiatives commenced by us. This personal information may include details such as your name, age, gender, contact information, products and services you are interested in or require more information about. If you purchase or request products and services from us we may also request your preferences for receiving further marketing or promotional material.

We require some of this information to provide services to you, as indicated by mandatory fields on some forms. For non-mandatory fields, the choice of how much information you provide to us is yours. We seek this information to process your request for information and provide that information to you, to improve the quality of our products and services and to assist you to determine which products and services best meet your needs.

We may also collect and store information about your visit to this website, including:

The name of the domain from which you accessed the internet;

The date and time you accessed the website;

The internet address of the website from which you linked directly to the website; and

The pages you accessed while visiting the website

This information does not in itself identify individuals and is used to measure the number of visitors to the website and how it was navigated. This information assists us to make the website more useful to you.

We also collect information from subscribers (persons registering their details with us through the website) or website visitors for the purpose of improving our quality and effectiveness and to provide you with information. We welcome feedback from you about all aspects of this website. We store feedback that users send to us. This feedback is used to administer and refine our service. We may also use the information to improve or promote this site. We will not publish your name in connection with any information you provide without your permission.

If you do not provide us with your personal information, some enhanced services, like the right to access our property guides, will be unavailable to you. If you do provide us with your personal information, we will protect it in accordance with the Australian Privacy Principles.

**How we use your personal information:**

We may use your personal information to deliver services you have requested (for example, responding to an inquiry for information concerning a property). We may also use your personal information to send you periodic mailings containing information on new services and upcoming events which may interest you. If at any stage you decide that you do not wish to receive such material, please let us know by following the Opt-Out procedure below and we will ensure that your name is removed from our contact list.

**When we may disclose your personal information:**

In order to deliver our services to you, we disclose your personal information to the relevant business partner who is best positioned to assist with your particular request. In doing so, we authorise these members to use your personal information in the ways described above. These members will handle your personal information in accordance with the Privacy Statements accessible through their websites. Other than as stated in this Statement, we do not rent, sell or otherwise disclose your personal information to non-member companies or organisations without your prior consent.

**Opt-Out procedure:**

In each direct marketing or promotional communication with you, we will advise you how to notify us if you do not wish to receive any further communications from us. If our correspondence is in the form of an e-mail, we will attach simple instructions on how you can unsubscribe from our mailing list. In any event you can opt- out from receiving marketing or promotional material from us by e-mailing us at [chinchillamiles.elders@email.propertyme.com](mailto:chinchillamiles.elders@email.propertyme.com) or by contacting us by mail or telephone and asking to be removed from our mailing list.

You should note that by opting out of our mailing list, you will not automatically be removed from the mailing lists of our members or business partners to whom we have forwarded your personal information because we do not have control over those mailing lists.

If you no longer wish to receive material from the relevant Elders Real Estate member or business partner to whom we have forwarded your personal information, please follow their own Opt-Out procedure as described on their website or in their marketing material.

**Access to your personal information:**

You can find out what personal information we have about you, and amend or update your personal information, by e-mailing us at [chinchillamiles.elders@email.propertyme.com](mailto:chinchillamiles.elders@email.propertyme.com) or by telephoning us (contact details are provided at the beginning of this Statement).

**Security:**

We use all reasonable efforts to keep your personal information secure, accurate and up-to-date. Your personal information is accessible only by password access. You can assist us to keep your personal information secure by ensuring that any username or password provided to you is kept confidential.

**Disclaimer of responsibility for third party sites:**

Our web site may contain links to other web sites. We are not responsible for the content on those other web sites or their privacy practices.

**How we may change this statement:**

We reserve the right to amend or update this Statement so long as no change or amendment has a retrospective detrimental effect to your privacy rights. If we do change this Statement, we will post any changes on this page 14 days prior to those changes taking effect.

**Applicants Full Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_