Tenancy Application

100 points of ID are required for your application to be processed; here are the documents you can provide:

	Documents Accepted	Points per document
☐	Passport	40 points
☐	Birth Certificate	40 points
☐	Driver's License / proof of age card	40 points - COMPULSORY
☐	Other form of photo identification	40 points
☐	2 recent pay advices / proof of income	25 points - COMPULSORY
☐	2 recent rent receipts	25 points
☐	Tenant ledger	25 points
☐	Car registration certificate	25 points
☐	Rates notice	25 points
☐	Utilities account	25 points

It is a requirement that all sections of this application form must be completed truthfully. All sections that require a signature must be completed and any annexures to this document must also be signed and returned as requested.

Submitting Application:
In Person: 2/13 Tavern St, Kirwan Q 4817
Fax: 4723 6922
Email: caitlan.clarke@livinghere.com.au

Questions? Phone our office on 4723 6900
Website: www.livinghererepropertysolutions.com.au
Mobile: 0401 568 165

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:			
Length of time at above address: From	to	Rent Paid:	
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?		☐ Yes	☐ No
If No, please specify reasons why:			

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:			
Length of time at above address: From	to	Rent Paid:	
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?		☐ Yes	☐ No
If No, please specify reasons why:			

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

LIVING HERE CONNECT – FREE SERVICE

To save you time when you're moving house, Living Here can assist you by arranging your utility connections, discounts on your insurance.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Living Here Connect, Living Here Insurance to call you and explain how the service works.

☐ **Yes, I would like to be contacted by Living Here Connect, Living Here Insurance.**

Living Here Connect:
Phone: 1300 556 325 Email: concierge@livinghere.com.au Fax: 1300 889 598 Web: livinghere.com.au/concierge/

Living Here Insurance :
Phone : 1800 221 773 Email: concierge@livinghere.com.au Fax : 07 3257 4386 Web : livinghere.com.au/concierge/

Living Here Connect, Living Here Insurance will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Living Here Connect, Living Here Insurance may be accessed by contacting them on the contact details above. While the Living Here Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

HOLDING DEPOSIT (to be completed for QLD properties only)

QLD ONLY - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.

The Applicant agrees to pay a Holding Deposit of $_____. The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name	**Signature**	**Date**

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

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 your previous landlords or letting agents, your current or previous employer and your referees. 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 owner'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.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Living Here Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Living Here Connect 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 consent to Living Here Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Living Here Connect nor the Agent accepts 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. The Agent has a commercial relationship with Living Here Connect. I acknowledge that Living Here Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Living Here Connect service; normal service provider fees or bonds may apply.

Applicant Name	**Signature**	**Date**

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

$ rent per week, or $ rent per calendar month

First payment of rent in advance:	$
Rental Bond	$
Tenant's share of cost of preparing tenancy agreement (if applicable)	$
Subtotal	$
Less Holding Deposit/Fee (if applicable):	$
Amount payable upon signing Tenancy Agreement:	$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name	**Signature**	**Date**

Tenancy database search declaration

To comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008

As the managing agency for the property you are applying on, we hereby advise that we are required by law to disclose to you the databases that are used by our agency to check your rental and tenancy history.

At Living Here Property Solutions we formally advise that we utilise the following tenancy databases:

- TICA

If it is found that you are listed

We are required by law;

- To advise that you are listed on a tenancy database
- Provide you with the contact details of the database operator so you can find out information about your listing

You can obtain further information from:

- Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.
- Queensland Civil and Administrative Tribunal qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders

Tenant declaration

I, _____ do hereby declare that I have read the above information and understand my rights in relation to these database laws. I further acknowledge that if I am listed on one or more of these databases that I must seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.

_____ __/__/__

Tenant signature Date

Tenancy database fact sheet

The information below is courtesy of Queensland Government website

Tenancy database

A tenancy database is a list where landlords/agents record personal information about tenants who previously have had problems with their tenancies.

- Your name may have been placed on a tenancy database at the end of a tenancy if:
    - the amount of money owed by the tenant is more than the bond, including
    - rent arrears if a Notice to remedy breach (Form 11) was given for this rent
    - abandonment of a property
    - money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order that has not been paid

- if the tenancy has been terminated by QCAT because of:
    - repeated breaches of a conciliation agreement by the tenant
    - objectionable behaviour by the tenant

A tenant cannot be listed on a tenancy database for any reasons apart from those listed above. The database helps landlords and agents decide if prospective tenants are likely to fall behind on rent or damage the property.

Am I listed on a tenancy database?

In each of the tenancy database websites, there is a 'Tenants' section that tells you how to find if you are listed.

To find out if you or someone else is listed, contact:

- Tenancy Information Centre Australasia
- National Tenancy Database
- Trading Reference Australia

You can write or call database companies to request information about whether and/or why you were listed. Beware that calls to database phone lines may be charged by the minute.

Removing your name

Only tenants named on the tenancy agreement can be listed on a tenancy database. Current or proposed listings can be challenged by:

- contacting the landlord/agent who listed you to talk to them and try to reach an agreement about what you need to do to have your name removed from the database. Keep a copy of all correspondence in case of future disputes
- lodging a Dispute resolution request (Form 16) with the Residential Tenancies Authority Dispute Resolution Service to get help with negotiating an agreement about your proposed listing
- applying directly to the Queensland Civil and Administrative Tribunal to make the person or gency remove your listing on the database, or alter the listing as appropriate (make sure you get any changes in writing).

A dispute about a listing on the grounds it does not meet the approved criteria must be initiated within 6 months of the tenant becoming aware of the listing.

More information

For more information about tenancy databases, contact the Residential Tenancies Authority on 1300 366 311.

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	☒	Points	Initial		☒	Points	Initial
Drivers License	☐	40		Medicare Card	☐	20	
Passport	☐	40		Bank Debit/Credit Card	☐	20	
Other Photo ID	☐	20		Bank Statement	☐	20	
Current Wage Advice	☐	30		Telephone Account	☐	20	
Previous Tenancy Reference	☐	20		Electricity Account	☐	20	
Previous 2 Rent Receipts	☐	20		Gas Account	☐	20	

Item	☒	Initial		☒	Initial
Personal Reference Checked	☐		Previous Agent Lessor Checked	☐	
Tenancy Database Checked	☐		Lessor Notified - Approved	☐	
Employment Checked	☐		Applicant Notified	☐	

Property Manager Name **Signature** **Date**