

Tenancy
Application
Form



Office: 2/466 Mulgrave Road EARLVILLE QLD 4870

T: (07) 4054 3563 | E: admin@purpleoak.com.au | W: www.purpleoak.com.au

Please read prior to completing your Application

- Prior to making an application please ensure you have been provided with a copy of the General Tenancy Agreement and Special Conditions.
- One application is to be completed per person.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for a minimum 100 points of identification. Refer to the following list of accepted documents and point value of each. Documents are to include at least one form of Photo Identification with the original required for verification when submitting your application in person.

Documents Accepted for Identification Check

Passport	70
Australian Drivers Licence / 18+ Card / Photo ID	40
Birth Certificate	30
Previous four (4) rent receipts / Four (4) most recent pay slips	20
Medicare card / Current vehicle registration certificate / Bank statement / Credit card statement / Telephone, electricity, gas accounts / Pension card / Health care card.	10

Verification of Income

Employed: Last three pay slips	<input type="checkbox"/>
Self Employed: Bank statements, group certificate, tax return or accountants' letter	<input type="checkbox"/>
Not Employed: Centrelink statement	<input type="checkbox"/>

TOTAL POINTS ACHIEVED =

Securing a Property

Once the application has been approved you will be required to pay a sum equivalent to one weeks rent to secure the property, payable within 24 hours of approval.

Payment of Rent & Bond

If the application is approved, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 6 (six) weeks rent (being bond plus the first 2 (two) weeks rent less any deposit paid) must be paid upon signing of the agreement. Bond loans are accepted. If your application is successful, payment of rent can be made by way of direct credit to our nominated trust account, bank cheque or visit our office during business hours to pay by EFTPOS or cash.

Signing the Tenancy Agreement

Once your application is successful, all occupants must be present to sign the Tenancy Agreement and associated documents. The keys will not be released unless all occupants as nominated on the agreement have shown photo identification and paid all monies in cleared funds.

Tenant Application Checklist:

Inspected the property	<input type="checkbox"/>
Attached photocopies of the required supporting documents	<input type="checkbox"/>
I have viewed the General Tenancy Agreement and special conditions as requested – if not please contact us	<input type="checkbox"/>
Completed the application form including signing the Privacy Disclosure Statement	<input type="checkbox"/>

Information about your application and tenancy databases

(To be provided by the property manager / owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you. As a property manager/owner, we are required by law to let you know which databases we use to check your rental history. At Purple Oak Property Group we use the following tenancy databases: **TICA**

What if I am listed? If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information? If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

Property Details & Tenancy Requirements

Address of Property

Lease Term Years Months Date you wish to occupy the property / /

Rent Payable \$ Per wk/Per month No. people to reside Adults Children – Ages:

Pets (if applicable) Number: Type/s:

Personal Details

Full Legal Name

First Name Middle Name Surname

Date of Birth / / Drivers Licence # State:

Number of Vehicles Car Registration Any Trailers/Vans/Boats

Alternate ID Type & Number Pension Type (if any)

Home Phone Mobile Phone

Work Phone Email

Other Contact Detail Are you a smoker? Yes / No

Please provide contact number you are available on all day

Current Rental Details

Are you the Owner or Tenant Time at Current Residence Years Months

Current Agent/Landlord Contact No

Current Rent per Week \$ Reason for Leaving

Reason for Leaving Cont'd

Will Bond Be Repaid Yes / No If No, Please Specify:

Current Address

Previous Rental Details

Were you Owner or Tenant Time at residence Years Month

Agent/Landlord Contact No

Rent per Week \$ Reason For Leaving

Reason for Leaving Cont'd

Was Bond Repaid Yes / No If No, Please Specify:

Address

Current Employment

Occupation / Position Company Name

Employer Phone Address

Contact Name Employment Length Years Months

Salary per annum \$ Nature of Employment Full Time / Part Time / Casual / Other:

If self-employed, please complete the following:

Company Name Business Type

Address

Position held A.B.N

Accountant Phone

Previous Employment

Occupation / Position Company Name

Employer Phone Address

Contact Person Length of Employment Years Months

Salary per annum \$ Nature of Employment Full Time / Part Time / Casual / Other:

Reason for leaving

If Student or Not Currently Employed

Student ID# & Institution

Centrelink Payment Type Amount Per Fortnight

Bank Statement Attached Yes / No Other

Details of all Persons to Reside at the Property

1. Name	<input type="text"/>	Age	<input type="text"/>	Smoker	<input type="text"/> Yes / No
2. Name	<input type="text"/>	Age	<input type="text"/>	Smoker	<input type="text"/> Yes / No
3. Name	<input type="text"/>	Age	<input type="text"/>	Smoker	<input type="text"/> Yes / No

Personal/Business References: (not relatives)

1. Reference Name	<input type="text"/>	Occupation	<input type="text"/>
Relationship to you	<input type="text"/>	Phone No	<input type="text"/>
2. Reference Name	<input type="text"/>	Occupation	<input type="text"/>
Relationship to you	<input type="text"/>	Phone No	<input type="text"/>

Emergency Contact

1. Full Name	<input type="text"/>	Phone No	<input type="text"/>
Relationship to you	<input type="text"/>		
2. Full Name	<input type="text"/>	Phone No	<input type="text"/>
Relationship to you	<input type="text"/>		

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. 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 (when requested), terms and any special conditions.

I understand that if this application is approved a deposit equivalent to the amount of one weeks rent will be payable within 24 hours. All approved applicants are to sign the General Tenancy Agreement and pay an amount, equal to 6 (six) weeks rent (being bond plus the first 2 (two) weeks rent (less any deposit paid) prior to the lease start date. 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 bank transfer, money order, bank cheque or visit our office during business hours to pay by EFTPOS or cash.

Rent: First 2 Weeks Rent 2 x \$ _____ = \$ _____

Bond: 4 X Weekly Rent 4 x \$ _____ = \$ _____

TOTAL PRE-MOVING IN COST \$ _____

I, the applicant, accept the property in its present condition (a detailed Entry Condition Report will be completed prior to you taking possession of the property). If you are not happy with aspects of the property please list them here:

Print Name

Signature

Date

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 Purple Oak Property Group 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 Principal. 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 Purple Oak Property Group. I authorise Purple Oak Property Group 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 Purple Oak Property Group subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au.

I authorise Purple Oak Property Group to refer my name and contact details to service providers 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 e.g. properties for rent or for sale or other services which may interest me. I agree to Purple Oak Property Group using my contact details provided above to contact me for marketing purposes until I advise otherwise.

Electronic Transmission/Communication

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 and the method of receiving advice or notification by SMS is accepted.

Print Name

Signature

Date

Please return this application and all supporting documentation at your earliest convenience by either email (admin@purpleoak.com.au) or by calling into our agency during business hours (2/466 Mulgrave Road, Earlville).