



TENANCY APPLICATION

Please ensure you read this application form and agree to the conditions
Before applying for the property

PLEASE SUPPLY A **PHOTOCOPY** OF **ALL** YOUR IDENTIFICATION
AND DOCUMENTATION WITH THIS APPLICATION

- Applications can only be accepted after you or your representative have viewed the property
- Each applicant must complete a separate form
- All applicants are required to supply 100 points of photocopied identification and agree that the agent may retain any item supplied as part of this application
- All applications are referred to the owner and should your application be unsuccessful the agent is not legally obliged to give a reason

If your application is successful:-

- Once you have agreed to the Tenancy Agreement including the relevant terms and conditions for the subject property, you will be required to pay the first weeks rent within 24 hours.
- Before commencement of the tenancy you will be required to pay the bond (equivalent to four weeks rent) and the second weeks rent by bank cheque or money order.
- Rent payments can be made by B-Pay, Internet banking or periodical payments from your bank account. Please note we are a CASHLESS office.
- We do not accept bond transfers however approved Qld Housing Bond Loans are accepted.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECKS:-

DOCUMENT	NO OF POINTS
Passport OR Birth Certificate (submit one only)	70
Drivers Licence	40
Proof of Age Card	40
Other Photo ID from Govt. eg Pension Card	40
Last two rent receipts	25
Last two payslips	25
Current Tenancy Ledger	25
Current Tenancy Agreement	25
Car registration certificate	25
Current Rates Notice	25
Electricity, Gas or Telephone account	25
Bank or credit card statement (no acc no's)	25

Mandatory documents must include proof of income, photo ID and signature and at least one document to verify your current address. Please contact our office if you have any queries regarding these documents.

Please sign and date below to confirm your agreement and understanding of these terms

Signed:- _____ **Date:-** _____

PROPERTY DETAILS				
Proposed Property Address				
Rent Per Week \$	Term of Lease		Start Date	
APPLICANT'S DETAILS				
Name in full		Other Name you have been known by		
DOB	Driver Lic No	Passport No		
Contact Info: (H)	(W)	(M)		
Email:				
Total No of occupants who will reside at the premises including children:				
OTHER OCCUPANT DETAILS				
Name	Age	Name	Age	
Name	Age	Name	Age	
PRESENT ADDRESS				
Address				
Rent amount	Period of occupancy			
Name of agent or owner	Ph:	Email:		
Has the bond been refunded in full				
If owner occupier please provide selling/letting agent details and current rates notice				
PREVIOUS ADDRESS				
Address				
Rent amount	Period of occupancy			
Name of agent or owner	Ph:	Email:		
Was the bond refunded in full		If not why not		
EMPLOYMENT DETAILS				
Current Employer				
Employer address				
Employer contact:	Phone:	Fax:	Email:	
Gross weekly salary \$	Nett \$	Employment period		
Self Employed				
Name of Business		ABN		
Address of Business				
Accountant Details:		Phone Number		
Average Weekly Income \$		(please provide verification)		
If a Student or Not Currently Employed				
Student Id #	Institution	Duration		
Please provide Centerlink Documents with income details				
PETS				
Type and No of Pets	YOU MUST SUPPLY A COLOUR PHOTO OF ANY PETS			
Breed	Registered with council	Yes/No	Aggressive	Yes/No
Smoker Yes/No	Truck, Boat, Caravan or Trailer that will be kept at the property			Yes/No
Number of vehicles (registered and unregistered) to be kept at the property				

PERSONAL REFERENCES (not relatives)	
Name	
Address	Phone No's
How long known	
Name	
Address	Phone No's
How long known	
Name	
Address	Phone No's
How long known	
EMERGENCY CONTACT	
Relative or friend not living with you	Phone No's
Address	
Parent / Guardian	Phone No's
Address	
PRIVACY DISCLOSURE STATEMENT	
<p>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.</p>	
COLLECTION NOTICE	
<p>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.</p> <p>You have the right to access personal information that we hold about you by contacting our Privacy Officer, Lyn Forbes. 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 and then destroyed to comply with Privacy Legislation.</p> <p>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</p>	
PRIVACY CONSENT	
<p>I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Excel Rentals. I authorise Excel Rentals to collect information about me from:</p> <ul style="list-style-type: none"> • My previous letting Agents and/or Lessors; • My personal referees, employers and all other references on this application; • Tenancy databases to which Excel Rental subscribes. I can refer to their Privacy Disclosure Statement via www.tica.com.au and www.ntd.com.au. I also authorise 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 or Australia (TICA) or National Tenancy Database (NTD). <p>I authorise Excel Rentals to disclose the personal information collected about me to the owner of the property and to any third parties— valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.</p> <p>I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in the 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 the cleanliness of the property</p>	
NAME	
SIGNATURE	DATE

FROM:- EXCEL RENTALS email: admin@excelrentals.com.au phone: 07 5444 0364 fax: 07 5302 6472		
TO:- The Property Manager COMPANY		
email:		fax:
<p>Please find below request for rental reference and the applicants authority to release the information and rental ledger. Could you please complete the details and fax or email to us at your earliest convenience to allow us to process the tenancy application. (PLEASE INCLUDE A COPY OF THE RENTAL LEDGER)</p>		
Applicants Name/s		
Address of Property		
Are all applicants on the agreement	Yes	No
Did your office terminate the agreement	Yes	No
During the tenancy was the applicant ever in arrears	Yes	No
Were arrears notices issued	Yes	No
Were other notices issued	Yes	No
If yes, what for?		
During the tenancy, did the applicant receive a termination notice?	Yes	No
If yes, what were the grounds?		
Were periodic inspections carried out	Yes	No
Were the premises (including grounds) kept in a clean and tidy condition?	Yes	No
Was there cause to complain over periodic inspections?	Yes	No
Were pets kept at the premises	Yes	No
If yes, what type and how many?		
Was it evident on inspection that the pets were allowed inside the premises?	Yes	No
Were there any deductions from the bond? (if applicable)	Yes	No
Would you rent to the tenants again?	Yes	No
Start date of tenancy / / Vacating date (if applicable) / /		
<div> <div>PROPERTY MANAGER'S NAME</div> <div>SIGNATURE</div> </div>		
<p>I acknowledge that I have read the Privacy Disclosure Statement and Collection Notice for Excel Rentals and authorise Excel Rentals to collect from your agency the information requested above, including a copy of my rental ledger to assist with referencing to secure a rental property through Excel Rentals.</p>		
NAME OF APPLICANT		
APPLICANTS SIGNATURE		DATE