



TENANCY APPLICATION PROCEDURE AND POLICY

PROPERTY INSPECTION

Please ensure that all applicants have inspected the property prior to completion of an application.

APPLICATION

An application must be completed in full, signed by all applicants and be accompanied by signed Privacy Act Acknowledgement, and supportive documentation as follows:-

- Drivers Licence 40 Points
- Passport 40 Points
- Photographic ID 30 Points
- The 2 most recent rent receipts 20 Points
- Copy of Council Rates Notice 20 Points
- Proof of Income or Wage 20 Points
- Paid Account showing current address 10 Points
- Medicare Card 10 points
- Motor Vehicle Registration 10 Points

Total of 100 Points is required.

Your application should be processed within 24 hours excluding weekends and public holidays.

On acceptance of your application you will be required to pay a deposit, being a minimum of one week's rent. This amount will be deducted from the amount of Rental Bond payable prior to commencement of the Tenancy.

BOND

This office does not accept Bond Transfers. The Rental Bond must be paid in full by either CASH or BANK CHEQUE prior to commencement of the Tenancy.

POSSESSION

Keys to the property will be made available on the commencement date of the Tenancy once the following have been completed:-

- Payment of Rental Bond in full
- Payment of first two weeks Rent
- Tenancy Agreement signed by all approved applicants





TENANCY APPLICATION APPLICANT INFORMATION

APPLICATION

Property Address: _____ Contact No: _____
Full Name: _____ D.O.B: _____
Email Address: _____

OCCUPANTS

Full Name of Others (incl. children and ages) wishing to occupy the premises other than applicants:

Present Address: _____ Phone: _____
Period of Occupancy: _____ Reason for Leaving: _____
Name of Agent / Owner: _____ Rent: _____
Address: _____ Phone: _____
Previous Address: _____ Phone: _____
Period of Occupancy: _____ Reason for Leaving: _____
Name of Agent / Owner: _____ Rent Paid: _____
Address: _____ Phone: _____

OCCUPATION

Current Occupation: _____ Current Employer: _____
Address: _____ Phone: _____
Period of Employment: _____ Income: _____
If Employed for less than 6 Months – Previous Employer: _____
If Self-Employed – Industry: _____ How Long: _____
Accountant: _____ Phone: _____

IF STUDENT

Name of College, Tafe or Uni: _____ Faculty / Course: _____
Student Union No: _____ Student ID No: _____



TENANCY APPLICATION

PERSONAL REFERENCES : DO NOT INCLUDE RELATIVES

REFERENCES

Name: _____

Address: _____ Phone: _____

Relationship: _____ Period of Association: _____

Name: _____

Address: _____ Phone: _____

Relationship: _____ Period of Association: _____

Name: _____

Address: _____ Phone: _____

Relationship: _____ Period of Association: _____

Car Registration No: _____ Drivers Licence No: _____

Total Number of Vehicles to be kept at the premises: _____

Relative to contact in case of emergency:

Name: _____ Relationship: _____

Address: _____ Phone: _____

DISCLAIMER / AUTHORITY

I/We, the said applicant/s, do solemnly and sincerely declare that the information contained in this application form is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and/or conduct any enquires and / or searches with regard to the information and references supplied in this application.

I/We, the said applicant/s do solemnly and sincerely declare:

1. I/We have inspected the property located at: _____

2. I/We have of my/our own accord decided that I/We wish to rent the aforementioned property commencing _____ for a period of _____ and that the rental on the property is \$ _____ per week and that the bond amount to be paid is \$ _____.

3. I/We have been informed, understand and agree that should this application not be accepted, the agent is not required to disclose why or supply any reason for the rejection of this application.

4. I/We have been informed, understand and agree that upon acceptance of this application I/we will sign the appropriate leases etc. and pay a minimum of one week's rent within twenty-four hours of such acceptance.

5. I/We have been informed, understand and agree that all monies are to be paid (being two weeks rent & bond) before commencement of the lease and collection of any keys to the property.

APPLICANT'S SIGNATURE _____

DATED: _____



TENANCY APPLICATION PRIVACY ACT 1988 : COLLECTION NOTICE

COLLECTION NOTICE

The personal information the prospective Tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other agents, trades people, and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the Lessor, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agent holds, they can do so by contacting:

SL8 Management

Telephone: 07 3846 0047
Facsimile: 07 3846 0048
Email: mail@sl8management.com.au
Office: 8 Musgrave Street West End Qld 4101

The applicant is requested to correct this information if it is inaccurate, incomplete or out-of-date.

If the information requested in the Application for Tenancy is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature _____

Dated _____

Applicant's Signature _____

Dated _____