

APPLICATION FOR RESIDENTIAL TENANCY

**IMPORTANT! Please read before completing the application for Residential Tenancy.
ANY QUESTIONS CONTACT – 07 3162 8801**

1. Your application will be processed through at least one National Default Tenancy Database.
2. **It takes 24 to 48 hour to process an application.** The final process involved obtaining approval from the owner of the property, once this has been obtained, you will be contacted and advised of the outcome.
3. **Upon acceptance of your application** you will be required to pay your first two weeks rent as a security deposit. Your deposit **WILL NOT** be refunded if you change your mind after 48hours of paying the deposit.
4. We accept money order, bank cheque or direct deposit only. **WE DO NOT ACCEPT CASH**
Money order, bank cheque made out to *BNE PROPERTY GROUP*
5. Please fax your application form to 07 3161 6866 or email enquiries@bnepropertygroup.com.au

DOCUMENTS REQUIRED – proof of income (2 latest payslips), centrelink statement, driving licence or passport, bills (phone, mobile, electricity), medicare card, credit card, rent receipt

APPLICATION FORM

APPLICATION FOR RESIDENTIAL TENANCY FOR THE RENTAL PROPERTY SITUATED AT

1) **Property Address :** _____ **Rent** _____ **Start Date** _____

Applicant 1 Full Name _____ Date of birth _____ Drivers licence No _____ Car Rego No _____ Home No _____ Mobile No _____ Email _____ Current Address _____ _____ Period of Occupancy _____ Landlord/Agent Name _____ Tel _____ Fax _____ Reason for leaving _____ Rent Paid _____	Applicant 2 Full Name _____ Date of birth _____ Drivers license No _____ Car Rego No _____ Home No _____ Mobile No _____ Email _____ Current Address _____ _____ Period of Occupancy _____ Landlord/Agent Name _____ Tel _____ Fax _____ Reason for leaving _____ Rent Paid _____
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Previous Address _____

Previous Address _____

Period of Occupancy _____

Period of Occupancy _____

Landlord/Agent Name _____

Landlord/Agent Name _____

Tel _____ Fax _____

Tel _____ Fax _____

Reason for leaving _____

Reason for leaving _____

Rent Paid _____

Rent Paid _____

Have you ever been evicted? Yes / No

Have you ever been evicted? Yes / No

Personal Referees (Not related to you)

Personal Referees (Not related to you)

Referee 1 _____

Referee 1 _____

Tel _____ Relationship _____

Tel _____ Relationship _____

Referee 2 _____

Referee 2 _____

Tel _____ Relationship _____

Tel _____ Relationship _____

Number of Adults _____ Number of Dependants _____ age/s _____

Name of all occupants to reside on the premises includes children

1. _____

3. _____

2. _____

4. _____

PETS: YES/NO (please circle) TYPE: _____ HOW MANY: _____

EMPLOYMENT

EMPLOYMENT

EMPLOYER: _____

EMPLOYER: _____

PHONE NO: _____

PHONE NO: _____

OCCUPATION: _____

OCCUPATION: _____

FULL/PART TIME (please circle)

FULL/PART TIME (please circle)

If part-time, how many hours per week: _____

If part-time, how many hours per week: _____

NETT WEEKLY INCOME: \$ _____

NETT WEEKLY INCOME: _____

PERIOD OF EMPLOYMENT: _____

PERIOD OF EMPLOYMENT: _____

IF SELF EMPLOYED:

IF SELF EMPLOYED:

NAME OF BUSINESS: _____

NAME OF BUSINESS: _____

PHONE NO: _____

PHONE NO: _____

ACCOUNTANT NAME: _____

ACCOUNTANT NAME: _____

PHONE NO: _____

PHONE NO: _____

ABN NO _____

ABN NO _____

NETT WEEKLY INCOME: \$ _____

NETT WEEKLY INCOME: _____

PERIOD OF SELF EMPLOYMENT: _____

PERIOD OF SELF EMPLOYMENT: _____

CENTRELINK PAYMENT

CENTRELINK PAYMENT

Total weekly payment _____

Total weekly payment _____

PRIVACY DISCLOSURE STATEMENT

Terms of Application

1. Declaration

The Applicant declares:

- (1) That all the above details are true and correct.
- (2) Not to be bankrupt or insolvent

2. Applicant Agrees

The Applicant agrees that:

- (1) They have inspected the Premises in Item (1) and accept its condition.
- (2) The applicant will sign the Tenancy Agreement forthwith upon being notified of acceptance of this application by the agent.
- (3) This Tenancy Application, unless accepted, creates no contractual or legal obligation between the parties.
- (4) They understand that the Agent/Landlord is not required to give an explanation to the Application for any application not approved.
- (5) On acceptance of this Application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement. Such payments to be cleared funds prior to occupancy.

3. Holding Deposit

3.1 If the applicant has paid to the Agent a Holding Deposit on the signing of this Application for Tenancy, such fee, if the Application is successful and a Tenancy Agreement is entered into, will be applied in full or part payment of the Rental Bond and any remainder applied towards the Rent for the Tenancy Agreement.

3.2 Should the Application for Tenancy be successful and the Applicant fails to, within the Option Period:

- (a) Accept the offer of tenancy; or
- (b) Otherwise notify the Landlord/Agent of their intentions not to exercise the option; or
- (c) Having exercised the option, take all necessary and reasonable steps to enter into Tenancy Agreement.

Then any Holding Deposit paid by the Applicant will be forfeited to the Landlord.

3.3 Should the Applicant for Tenancy not be accepted, the Holding Deposit will be refunded in full to the Applicant.

3.4 The Applicant acknowledges the Landlord/Agent will not accept a Holding Deposit from another prospective tenant until expiration of the Option Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.

4. Privacy Statement

4.1 The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.

4.2 You as the Applicant agree the Agent may subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose personal information to:

- (1) The Owner of the Premises to which this Application for Tenancy applies; &/or
- (2) Residential tenancy databases for the purpose of confirming details in your application and properly assessing the risk in providing you with the lease; &/or
- (3) Tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
- (4) Nominated Referees to confirm information provided by you; &/or
- (5) The Owner's insurance companies, authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
- (6) The utility connection provider, where you have opted for such a service in Item (attached – Connect Now), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
- (7) Body Corporates

4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not be acceptable to the Owner.

4.4 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

PRIVACY CONSENT

I/we the applicant/s give my consent to BNE Property Group to make enquiries to verify the information I/we have provided to the Agent in this Tenancy Application (in accordance with Privacy Act 1988 (CTH)) with relevant tenancy databases including databases of my previous Letting Agents.

APPLICANT'S SIGNATURE: _____

DATE: _____

APPLICANT'S SIGNATURE: _____

DATE: _____