

TENANCY APPLICATION



eProperty Rentals welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your application

- One application form is to be completed **per person** seeking tenancy.
- This application cannot be processed until it is completed, completion includes attaching copies of supporting documents as required for 100 Points Identification Check, Proof of Address and Proof of Income. Refer to the following list of accepted documents and relevant point value, where applicable. Submit copies of the documents with your application.

DOCUMENTS ACCEPTED FOR 100 POINTS IDENTIFICATION CHECK

Primary Documents	Points per Document
Submit only one of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70

AND

Secondary Documents	Points per Document
EITHER submit one of the following: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government (e.g. Pension Card, Student Card)	40
OR one from each of the following two groups of documents:	
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear <input type="checkbox"/> Car Registration Certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Electricity Account <input type="checkbox"/> Gas Account	25

DOCUMENT ACCEPTED FOR PROOF OF INCOME

<input type="checkbox"/> Payslips (at least 2) <input type="checkbox"/> Centrelink Documents <input type="checkbox"/> Bank Statement <input type="checkbox"/> Parent/Guardian letter <input type="checkbox"/> Other _____

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 Tenancy Application. 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 the TICA tenancy database. Your consent for us to collect the information is set out below in the Privacy Consent section on the reverse page.

ELECTRONIC COMMUNICATION CONSENT

By signing this application the parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such contact information has been provided by a party in this application

COLLECTION NOTICE

The personal information you provide in this application or our agency collects from other sources is necessary for eProperty Rentals to verify your identity, 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 privacy officer. 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 week only. If you decide not to collect your application by the end of this period, 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 Tenancy Application 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.

WHAT HAPPENS NEXT?

When will I know if my application is approved?

A fully completed application with all the required identification and supporting documentation will generally be processed in two business days. Please note that if someone else is applying with you as a joint tenant, we do not start processing until we have received a complete application package from all the other joint tenants. Delays may be encountered where we have difficulty in contacting your references, where there are multiple applications on the property, or in contacting the landlord for approval.

What happens after my application is approved?

We will contact you via email and ask for the bond payment (equivalent to 4 weeks rent) via direct deposit, bank cheque or money order along with our holding deposit form & bond lodgement form signed and returned to secure the property. Please do this as soon as possible as we continue to promote and show the property until this payment is received. We will also provide you with a draft tenancy agreement and other relevant information for the tenancy.

ADDRESS OF PROPERTY APPLYING FOR: _____

I WISH TO APPLY FOR A TENANCY PERIOD OF _____ MONTHS, AT A RENTAL OF \$ _____ PER WEEK, COMMENCING ON ____ / ____ / ____

Have you inspected the property? Yes / No If Yes. Inspection time..... and Inspection date/...../.....

Is someone else applying with you to rent this property? If so, please list their name(s)

APPLICANT DETAILS: Full Name _____ ☎ Mobile _____

Date of Birth _____ ☎ Home Number _____ ☎ Business Number _____

Drivers Licence No. _____ Expiry _____ Email _____

Car Brand/Model _____ Car Registration _____ Are you a smoker? Yes / No

CURRENT ADDRESS:

Rent per week \$ _____ Period of occupancy _____ Years _____ Months

Agent/Landlord _____ ☎ Phone Number _____ Fax/Email _____

Reason for Leaving _____

PREVIOUS ADDRESS:

Rent per week \$ _____ Period of occupancy _____ Years _____ Months

Agent/Landlord _____ ☎ Phone Number _____ Fax/Email _____

Reason for Leaving _____

If the combined length of time for the above two locations is less than 24 Months please provide additional properties and details**EMPLOYMENT / STUDYING:** Campus: _____ Degree/Course: _____ Other source of Income: _____

Current Employer _____ Your Position _____

Length of Employment _____ Years _____ Months Income _____

Payroll / Manager's Name _____ ☎ Phone Number _____ Fax/Email _____

CHILDREN Name(s) and Age(s) of all children under the age of 18 who will live at the property**PETS** No Yes: Type: _____ Breed: _____ Reg. Number: _____ Reference Y / N _____**EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES WHO WILL NOT BE RESIDING WITH YOU**

Name _____ Address _____

Relationship _____ ☎ Phone Number _____

PERSONAL REFEREES WHO ARE NOT RELATIVES

Name _____ Occupation _____ ☎ Mobile _____ ☎ Work _____

Name _____ Occupation _____ ☎ Mobile _____ ☎ Work _____

PRIVACY CONSENT - I acknowledge that I have read the Privacy Disclosure Statement, Electronic Communication Consent and Collection Notice located on the reverse side of this application. I authorise e Property Rentals to refer my name and contact details to an arranger or service provider 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 and Financial Services if required in the future, and to authorities as required by law. I do solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application. To assess my suitability for tenancy I authorise e Property Rentals to collect information about me from: my previous letting agents and/or lessors; my personal referees, employers and all other references on this application form plus utilize the TICA tenancy database to which e Property Rentals subscribes. Should you require further information on a database listing please refer to <http://www.tica.com.au/tenant.php> to contact this database operator directly.

APPLICANTS SIGNATURE:**DATE:**