



OFFICE	RE/MAX Colonial
ADDRESS	445 Ipswich Rd, Annerley QLD 4103
PHONE	07 3373 0000
FAX	07 3848 7020
EMAIL	colonial@remaxcolonial.com.au

PROPERTY ADDRESS FOR RENT _____

Our Agency 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 is to be completed per person.
- Our Agency staff will contact you within 5-7 business days. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.
- **This Application WILL NOT be processed until it is completed including copies of supporting documents.** Refer to the following list of accepted documents and point value of each. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<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 <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/C-Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Applicant Checklist - Before I submit this Application, I have;

<input type="checkbox"/> Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
<input type="checkbox"/> Inspected the Property both internally and externally
<input type="checkbox"/> Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received			am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Application is completed including Consent		Yes / No	am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name	Phone		

Proof of Identification Documents

<input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Passport	70
<input type="checkbox"/> Drivers License	40
<input type="checkbox"/> 18+ Card	40
<input type="checkbox"/> Other Photo ID	30
<hr/>	
<input type="checkbox"/> Current Wage Advice	25
<input type="checkbox"/> Recent Bank/Credit Card Statement	25
<hr/>	
<input type="checkbox"/> Previous Tenancy Reference	25
<input type="checkbox"/> Previous Two-(2) Rent Receipts	25
<input type="checkbox"/> Motor Vehicle Registration Certificate	25
<input type="checkbox"/> Telephone Account	25
<input type="checkbox"/> Electricity Account	25
<input type="checkbox"/> Gas Account	25
<hr/>	
TOTAL POINTS	<hr/>
	<hr/>

How did you find out about this Property

Website Newspaper Agency contact Sign Referral Other

Applicant's Details

Name in Full _____ Other Name You have been known by _____
 Date of Birth _____ Place of Birth _____
 Drivers Licence No. _____ Expiry _____ Passport No _____ Expiry _____
 Home Mobile Business
 Email _____

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date _____

Current Address:**Current Tenancy Details if applicable**

Rent per week \$ _____ Period of occupancy Years Months
 Agent/Landlord Business Fax _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full Yes No Why: _____

Previous Address

Address _____
 Rent per week \$ _____ Period of occupancy Years Months
 Reason for leaving _____
 Agent/Landlord Business Fax _____

Employment

Current Employer _____ Your Position _____
 Full Time Part Time Casual Contract
 Length of Employment Years Months Pay day is _____ of each: week/fortnight/month
 Payroll / Manager's Name _____ Fax _____ Business

If Self Employed

Company Name _____ Trading As _____
 Address _____ ABN _____
 Period self employed Years Months Industry/ Nature of Business _____
 Accountant Details _____ Business
 Creditor Referee _____ Business

Income – specify gross per annum and provide verification

- Employment \$ _____
- Self Employment \$ _____
- Other \$ _____

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? No Yes
- Was the Property in a satisfactory condition when you inspected it? If not, list requests. No Yes

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. 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 understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. 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 CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Deposit – first two-(2) weeks rent	2x \$ = \$		Must be paid within 24 hrs of Application approval
Bond – four-(4) times weekly rent	4x \$ = \$		Full Bond must be paid BEFORE lease commences
MOVING IN COST	TOTAL \$		Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

In Presence of Agency Representative

Date

RE/MAX Colonial – 445 Ipswich Rd, Annerley QLD 4103

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 **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.

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 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 **RE/MAX Colonial**.

I authorise **RE/MAX Colonial** 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 **RE/MAX Colonial** subscribes. I can refer to their Privacy Disclosure Statements via: www.fica.com.au and www.ntd.com.au

I authorise **RE/MAX Colonial** 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, 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 eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **RE/MAX Colonial** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

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

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	



TENANT'S ACKNOWLEDGEMENT

The tenant acknowledges that they have been given the Form 18a (General Tenancy Agreement) including all standard terms and any special terms, prior to entering in to the general tenancy agreement.

The tenant has been given the Form 18a in accordance with section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008* by either method A or B below (tick only one which applies)

- The tenant(s) were given the Form 18a prior to being verbally accepted for the tenancy (for example at the application stage)
- The tenant(s) were given the Form 18a prior to monies being paid for the property

Signatures

Tenant Name:	Tenant Name:
Signature:	Signature:
Date:	Date:

Tenant Name:	Tenant Name:
Signature:	Signature:
Date:	Date:



Direct Connect can help arrange for the connection or provision of the following utilities and other services:



- Electricity
- Gas
- Phone
- Internet
- Pay TV
- Insurance
- Removalist
- Truck or van hire
- Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Please provide your personal details:

Title: First Name:

Last Name:

Date of Birth: Day Month Year

Licence/Passport/Medicare No: State/Country:

Please provide your contact details:

Home phone no: Mobile phone no:

Work phone: Fax phone no:

Email address:

Connection date:

Day Month Year

Property for connection:

Unit/Floor No: Street No:

Street Name:

Suburb:

State: Post Code:

Postal address:

Unit/Floor No: Street No:

Street Name:

Suburb:

State: Post Code:



This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date