

Samantha Briody's **SMART PROPERTY**

R E A L E S T A T E S E R V I C E S

SMART PROPERTY – CONTACT; ADMIN@SMARTMANAGEMENT.COM.AU

BEST CONTACT IS VIA EMAIL OR PLEASE CALL (07) 3814 1766

TENANCY APPLICATION FORM

PROPERTY ADDRESS APPLYING FOR; _____

We welcome your application to Smart Property Services where we strive to ensure both owner/s and tenant/s are well taken care off.

The following information and checklist will assist you in completing the Tenancy application form so we are able to process this promptly.

- Our agency staff will contact you within 24 – 48 business hours to advise the out come of your application. If approved, with 24 hours of acceptance the General Tenancy Agreement is to be signed by all approved occupants and an amount, equal to 2 weeks rent must be paid by direct deposit or transfer
- The application cannot be processed until it is completed including copies of supporting documents attached as required for 100 points of identification check. Refer to the following list of accepted documents and point of value for each. Mandatory documents include a Driver license, passport, Proof of age card and, also at least one document from the list below to verify your current residential address. Submit copies of the documents with your application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	POINTS PER DOCUMENT
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70 Points
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID - Government eg; pension/student ID	40 Points
<input type="checkbox"/> 2 Recent Rent Receipts <input type="checkbox"/> 2 Recent Pay Advices	25 Points
<input type="checkbox"/> Proof of income – Please note your income can not exceed a third of the rental amount per week – eg; Take you weekly take home wage – divide by 3 – Rent cannot exceed this amount	Proof of income is a must – Bank statement and/or Tax return is acceptable for Self employed

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"/> Utilities Account	25 Points
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Application Check list – Prior to submitting application, I have;

- Attached photo copies of documents to meet 100 points of ID and attached proof of income
- Inspected the property both internally and externally or filled in a sight unseen form
- Completed the application in full including signing the privacy disclosure statement & privacy consent
- Completed the pet application form if necessary

PROPERTY DETAILS

Address of Property applying for _____

Preferable Lease Commencement date / / Preferred Lease Term _____ months

Rent \$ _____ per week Bond \$ _____

I/We have viewed the property; Yes/No (please circle)

Please note if answer is a No then a sight unseen form must be completed

Will the premises be used for business purposes: Yes No – If yes additional information will be required.

PERSONAL DETAILS – APPLICANT 1

Surname _____ Given name/s _____

Previous Name (if applicable)

Date of Birth __ / __ / __

Email _____

Phone (H) _____

Phone (W) _____

Phone (M) _____

Car Registration Number _____

Driver's License Number/18+ Card / Passport Number

APPLICANT HISTORY

What is your CURRENT address?

Situation: Renting / Owned / Other Situation:

Period of Occupancy: _____

Name of Landlord/Agent of this Property:

Name _____

Phone _____

Rent \$ _____ per week

Reason for Leaving: _____

PERSONAL DETAILS – APPLICANT 2

Surname _____ Given name/s _____

Previous Name (if applicable)

Date of Birth __ / __ / __

Email _____

Phone (H) _____

Phone (W) _____

Phone (M) _____

Car Registration Number _____

Driver's License Number/18+ Card / Passport Number

APPLICANT HISTORY

What is your CURRENT address?

Renting / Owned / Other Situation;

Period of Occupancy: _____

Name of Landlord/Agent of this Property:

Name _____

Phone _____

Rent \$ _____ per week

Reason for Leaving: _____

PREVIOUS residential address:

Situation: Renting / Owned / Other Situation

Period of Occupancy: _____

Name of Landlord/Agent of this Property

Name _____

Phone _____

Rent \$ _____ per week

Reason for leaving _____

Have you ever been evicted from a premise?

Yes/No – If Yes please provide a reason: _____

Are you currently in debt to any landlord or agent?

Yes/No – If yes why and how much? _____

Current Occupation

Employed details / Centrelink details or
Business Name + ABN if self employed

Companies Name; _____

Your Role; _____

Employer's Address _____

Phone _____

Contact Person _____

Employment: Full Time / Part Time / Casual

Duration _____

Weekly / Fortnightly Income \$ _____

Are you a student? Yes/No

If yes, Course name _____

Duration _____

Any other supporting information:

PREVIOUS residential address:

Renting / Owned / Other Situation

Period of Occupancy: _____

Name of Landlord/Agent of this Property

Name _____

Phone _____

Rent \$ _____ per week

Reason for Leaving _____

Have you ever been evicted from a premise?

Yes/No – If Yes please provide a reason: _____

Are you currently in debt to any landlord or agent?

Yes/No – If yes why and how much? _____

Current Occupation

Employed details / Centrelink details or
Business Name + ABN if self employed

Companies Name; _____

Your Role; _____

Employer's Address _____

Phone _____

Contact Person _____

Employment: Full Time / Part Time / Casual

Duration _____

Weekly / Fortnightly Income \$ _____

Are you a student? Yes/No

If yes, Course name _____

Duration _____

Any other supporting information:

PERSONAL REFERENCES

Personal Referee 1. (No Relatives to be used)

Best contact number _____

Relationship _____

Personal Referee 2 (No Relatives to be used)

Best contact number _____

Relationship _____

PERSONAL REFERENCES

Personal Referee 1. (No Relatives to be used)

Best contact number _____

Relationship _____

Personal Referee 2. (No Relatives to be used)

Best contact number _____

Relationship _____

EMERGENCY CONTACT

Please provide a contact in case of an emergency

Phone Number _____

Relationship _____

Please note relatives can be used for emergency contact – Please also note if rent is to fall behind and we cannot reach you your emergency numbers will be contacted also

EMERGENCY CONTACT

Please provide a contact in case of an emergency

Phone Number _____

Relationship _____

Name of all persons and their ages (including children) other than the applicants who will be occupying these premises:

Do you have any pets: Yes/No – If yes then a pet application must be completed and attached alongside of this application.

The tenant agrees that no unauthorised pets will be kept at the property, even on a short-term or temporary basis with out first seeking written approval.

Any notes or questions regarding this application: _____

Moving house can be stressful. We here at Smart property would like to always do our very best to ease this stress, as such we work alongside off MOVE ME IN, This is a FREE service that allows you to have all your connections covered and moved over to your new address with just one phone call.

You will have your choice of companies and can even stay with whom you are currently with. SO let us help you connect; If you wish for us to do so please tick box and circle what you need connected;

Electricity / Gas / Phone / Internet / Foxtel / Removalists / Insurance

Samantha Briody's
SMARTPROPERTY
REAL ESTATE SERVICES

PRIVACY DISCLOSURE STATEMENT OF BRIODY'S SMART PROPERTY PTY LTD – CONTACT
SAMANTHA@SMARTMANAGEMENT.COM.AU – 0428 476 639

We are 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 previous landlords or letting agents, your current employer and your personal referees.

We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database on its website www.tica.com.au or 1902 220 346 (cost of \$5.45 per minute inclusive of GST)

Your consent to us collecting this information is set out below. I/we the said applicants declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy information database for the member of the database company to contact any of my/our referees by me/our in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database.

I/we further agree and understand that the removal of such information from a database is subject to the condition of the database company. We may disclose personal information about you to the owner of the property to which this application relates. We may also send personal information about you to the owners of any other property at your request.

You have the right to access personal information that we hold about you by contacting our Privacy Officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT

I/we, the applicant/s acknowledge that I have read the Privacy Notice Briody's Smart Property PTY LTD. I authorise Smart Property Services to collect information about me from: a) My previous letting agents and/or landlords b) My personal referees; and c) Any Tenancy Default Database (including TICA) which may contain personal information about me.

I also authorise Smart Property Services to disclose details about any defaults by me under the tenancy to which this application related to any tenancy default to which it subscribes including TICA.

I authorise Smart Property to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

DECLARATION

1. I/We have viewed the premises and acknowledge that in the event I am approved for the Tenancy – I/We have a 24 Hour option period to accept or decline the property and must notify Smart Property of this decision.

2. Once I/We have accepted the property, I/We will be required to read, sign and return the lease to Smart Property within 48hrs along with payment of the first two weeks rent. The bond must be paid in cleared funds by money order or bank cheque to our office prior to the collection of the keys at lease commencement date. I/We understand that after the set 48hrs that it would be breaking the set lease agreement if I/We decide to not continue with the tenancy.

3. I/We understand that once I/We have moved in the two weeks will be used and I/We understand that I/We must start paying the rental amount no later than one week after move in date to ensure that I/We am always a week ahead.

4. I/We have the knowledge that upon approval, On the Move will be in contact with us to help with my/our moving needs unless not ticked and utilities for connections is not selected as per listed on page 4.

4. Tenants to pay all water if there is a compliancy certificate. If there is not a compliancy certificate the only excess (35Kls and over) will be charged to the tenants.

SIGNATURES

Applicant 1. Signature: _____

Agent Signature: _____

Date: / /

Date: / /

Applicant 2 Signature: _____

Agent Signature: _____

Date: / /

Date: / /