

Our agency welcomes your application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your application

- One application is to be completed per person (All people over 18 years)
- **Applicants are to supply their own photocopies of documentation required.** This application must be accompanied by copies of documents from those listed below for the 100 points Identification Check.
PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD + Current Pay Advice.
Your Original Driver's Licence, Passport or 18+ Card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/> Rates Notice	10	<input type="checkbox"/> Any other Documents Showing Name & Address	10
<input type="checkbox"/> Drivers Licence	50	<input type="checkbox"/> Motor Vehicle Registration Certificate	20
<input type="checkbox"/> 18+ Card	50	<input type="checkbox"/> Centrelink Statement	20
<input type="checkbox"/> Passport	40	<input type="checkbox"/> Bank Statement	10
<input type="checkbox"/> Birth Certificate	30	<input type="checkbox"/> Telephone Account	10
<input type="checkbox"/> Other Photo ID	30	<input type="checkbox"/> Electricity/Gas Account	10
<input type="checkbox"/> Current 2 Wage Advice/PAYSLIPS MANDATORY	20	<input type="checkbox"/> If Self Employed ytd summary/Tax Schedule	10
<input type="checkbox"/> Previous Tenancy REFERENCES	20	<input type="checkbox"/> Medicare Card	10
TOTAL POINTS _____		TOTAL POINTS _____	

- This application **WILL NOT BE ACCEPTED** until it is complete with copies of supporting documents attached.
- Our agency staff will contact you within 24-48 business hours. If the application is approved, the General Tenancy Agreement will need to be signed by all lease holders and an amount, equal to 2 weeks rent, be paid by money order or bank cheque within 24 hours of acceptance.

APPLICATION CHECKLIST

Before I submit this application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the property both internally and externally.
- Completed all details in full on the application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement and Privacy Consent.

PAYING RENT - What are your options?

At Page & Pearce we like to make paying rent as easy and convenient as possible for our tenants. With this in mind, there are now several options available for you.

- **RECONNECT** - ReConnect is a third party service provider that allows you to pay rent in several ways. The options are Internet, Phone, Auto Direct Debit, Bpay & POSTbillpay. All services will have a fee charged depending on how you register for your ReConnect onecard. Of course you can change this initial set up at any time. A full disclosure of fees and charges related to this service is available upon request from front reception.
- **MONEY ORDER** - Australia Post Money Orders can now be purchased for any value up to \$5000. The fee structure is approximately \$5.95 for \$1000, and \$6.95 for \$1000 to \$5000. Money Orders can be posted or delivered to our Agency for rental payment.
- **BANK CHEQUE** - The cost involved would be dependant on the financial institution used. Bank cheque costs normally range from approximately \$9.00 - \$15.00 per cheque.
- **PERSONAL CHEQUE** - Personal Cheque payments are accepted after the first initial rent/bond payment is made. The cost involved would be dependant on the financial institution used.

***** Our Agency does not accept CASH or DIRECT DEPOSIT or EFT payments *****

YOUR LEASE AGREEMENT

If your application is accepted by the lessor, you will be required to enter into a General Tenancy Agreement - Form 18A.

This document is a legal document and should be treated as such.

Upon contact regarding acceptance of your application you will be forwarded a copy of this agreement prior to your induction appointment. It is the responsibility of all applicants to ensure this document is fully understood and any concerns be raised prior to the agreement being entered into. We advise all parties to seek legal advice with respect to this agreement, including special terms if required.

Signature of applicant: _____

Print Name: _____ Date: _____

RENTAL PROPERTY	ADDRESS		
How did you find out about this property?	<input type="checkbox"/> Newspaper <input type="checkbox"/> Internet _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral <input type="checkbox"/> For Rent Sign <input type="checkbox"/> Other _____ <input type="checkbox"/> Other Agent		
Applicant's Full Name & Address	Name		
	Address		
Personal Details	Date of Birth / /	Place of Birth	
	Drivers Licence No.	Expiry Date	
	Passport No.	Expiry Date	
Applicant's Contact Details	☎ Home	☎ Business	
	☎ Mobile	Email	
Current Rental Address	Rent per week \$	Period of Occupancy	Months Years
	Agent/Landlord	☎ Home	
	Fax	☎ Business	
Previous Address	Address		
	Rent per week \$	Period of Occupancy	Months Years
	Agent/Landlord	☎ Home	
	Fax	☎ Business	
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract
	Your Position		Supervisor's Name
	Length of Employment	Months	Fax
		Years	☎ Business
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Currently I am paid _____ on the of each week/fortnight/month (circle relevant)		
If Self Employed	Company Name		Trading As
	Address		
	ABN	Industry/Nature of Business	
	How long have you been self-employed?		Years Months
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Accountant	☎ Business	
	Creditor	☎ Business	
	Creditor	☎ Business	
If a Student or Not Currently Employed	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED		
	Student ID # _____	Institution _____	Faculty _____
	Course _____		Duration _____
	<input type="checkbox"/> Currently not employed Please indicate documents supplied to confirm your income source: <input type="checkbox"/> Centrelink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other		
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No - supply copy of Passport and Visa Visa Expiry / /		

Vehicle Information	Total number of vehicles to be kept at the premises		
	Registration No. State	Model	Owned/Hire Purchase
	Registration No. State	Model	Owned/Hire Purchase
Occupancy Details Full names, current addresses and ages of all people (incl children) who will reside at this property	Name	Address	Age
Pets	No <input type="checkbox"/> Yes <input type="checkbox"/> Number of Pets:	Type	Breed
	Reg No. Council	Reference is attached	Yes <input type="checkbox"/>
Emergency Contact Details of closest relatives who will not be residing with you	Name	Name	
	Relationship	Relationship	
	Address	Address	
	☎ Work	☎ Work	
	☎ Mobile/Home	☎ Mobile/Home	
Personal References (not relatives). Please ensure each has agreed for you to nominate them as a referee	Name	Occupation	☎ Business Hours Contact

I confirm the following:

- | | | | |
|--|-----------------------------|---------------|------------------------------------|
| 1. Have you ever been evicted by any Lessor or Agent? | <input type="checkbox"/> No | Detail | <input type="checkbox"/> Yes _____ |
| 2. Have you been refused another property by a Lessor or Agent? | <input type="checkbox"/> No | | <input type="checkbox"/> Yes _____ |
| 3. Are you in debt to another Lessor or Agent? | <input type="checkbox"/> No | | <input type="checkbox"/> Yes _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | | <input type="checkbox"/> Yes _____ |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No | | <input type="checkbox"/> Yes _____ |
| 6. Smokers | <input type="checkbox"/> No | | <input type="checkbox"/> Yes _____ |

I confirm the following:

During my inspection of the property on _____ / _____ / _____ I found it to be in a satisfactory condition Yes No
If "No" I request the following items be attended to prior to the commencement of my tenancy, subject to the Lessor's approval.

Declaration

I declare that the application information provided is true and correct. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and wish to apply for tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____

I understand that if this application is approved by the Lessor:

- I, or the nominated applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent — first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond — 4 times week rent. If rent is over \$500pw bond is as specified on rent list	4 x \$	= \$	Full bond or part bond equivalent to 2 weeks rent must be paid within 24 hours of application approval
Total Pre-moving in cost		\$	

Applicant's Signature _____

Date _____

Privacy Notice and Consent

I _____ (Full name)

of _____ (Residential Address)

have read and understood the attached information. I authorise employees of Page & Pearce Real Estate, and independent contractors of Page & Pearce Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Page & Pearce Real Estate. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Page & Pearce Real Estate, may be unable to provide the products or services I have requested.

Signed _____ Date _____ Parent/Guardian Signature (if under 18 years of age) _____

Privacy Consent

North Queensland Asset Managers Pty Ltd (ACN 106 282 446) trading as Page & Pearce Real Estate is committed to protecting your privacy in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs). This document sets out Page & Pearce Real Estate's condensed Privacy Notice. Page & Pearce Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by Page & Pearce Real Estate of the APPs or an applicable APP Code. **A full copy of our Privacy Policy can be accessed on our website www.pagegearce.com.au or in hard copy from our Office.**

Information Collection, Use and Disclosure

During the course of your involvement with Page & Pearce Real Estate, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Page & Pearce Real Estate collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Page & Pearce Real Estate update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone.