



JENMAN APPROVED
 ETHICS IN REAL ESTATE
Understanding Your Needs
Property Management Department

Tenancy Application Form

530 MILTON ROAD, TOOWONG QLD 4066

Phone: 07 3371 2011 Fax: 07 3371 5722

Email: rentals@arthurconias.com.au

Web: www.arthurconias.com.au

APPLICATION PROCESS

1. An inspection is required prior to submitting an application. Your application will be processed on the understanding that you have inspected the property and accepted its current conditions.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Please ensure all details are printed **clearly** and completed in **full**.
4. Appropriate Identification is to be submitted along with application. Please see checklist below.
5. Property Manager will contact you should your application be approved. Applications take approximately **24 – 48** hours to process and are subject to the owner's consent.
6. One week's holding deposit must be paid and received within **48 hours** of approval. If we do not receive this the property will be put back on the market as available.
7. Prior to moving into a property a total of **2 weeks rent in advance plus 4 weeks bond MUST** be paid by money order, cheque or bank cheque.
8. Keys will be release to the approved tenant on the day the lease agreement begins.

IDENTIFICATION CHECKLIST

Please note that a total of **100 points** of identification is required upon submitting application.
 Please select from the following:

TYPE	POINTS	TICK
** Photo Identification – Drivers License, Proof of Age Card or Passport	50	
** 4 recent pay slips or Guarantor letter from parents	30	
Recent letter from Centrelink outlining entitlements (if applicable)	20	
** Bank Statement (front page only required)	20	
Phone, Electricity or gas accounts with current address	10	
Copy of current tenancy agreement.	10	

**** Mark Required Fields**

OFFICE USE ONLY

Approved:

PROPERTY ADDRESS: _____ PM: _____

DATE/TIME RECORDED: _____ NO. OF APPLICANTS: _____

EMPLOYMENT DETAILS TICA CHECK

PREVIOUS TENANCY DETAILS LESSOR CONTACTED

100 POINTS PASSED APPLICANTS CONTACTED

RENTAL AMOUNT: \$ _____ TERM: _____ DATE FROM: _____ TO _____

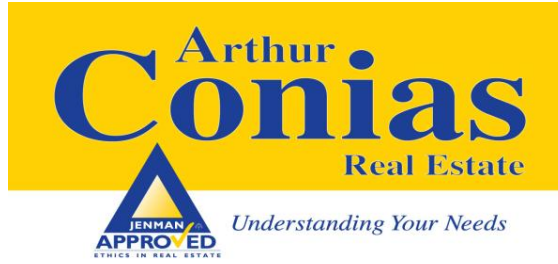
ADDITION NOTES:

.....

.....



PH: 1300 850 360



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Toowong
QLD 4066
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Fax: 07 3371 5722

FREE UTILITY CONNECTION SERVICE

Let *On The Move* reduce your stress and save you time by arranging to connect all of your services on your moving day.



FREE service



One Stop Shop



No obligation



Quality suppliers

Yes, please call me to arrange the following services
FREE of charge:

- Electricity
- Gas
- Telephone
- Internet
- Pay TV
- Water
- Address change
- Moving quotes

(email address is needed for this service) _____

Meter no: _____ Is power connected / disconnected / don't know (circle one)

Name: _____

Address of property to connect: _____

Contact number: _____

Connection Date: _____

Drivers Licence or Passport number: _____

If an interpreter is required state language needed: _____

Applicants signature: _____ Date: _____

Property / Sales Manager name: Jeannette Bone or Michaela Hully

Terms and conditions:

By ticking the boxes above, you are consenting to allow On The Move to contact you to arrange your service connection. On The Move may need to disclose personal information about you to Utility providers to arrange your service. On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply.

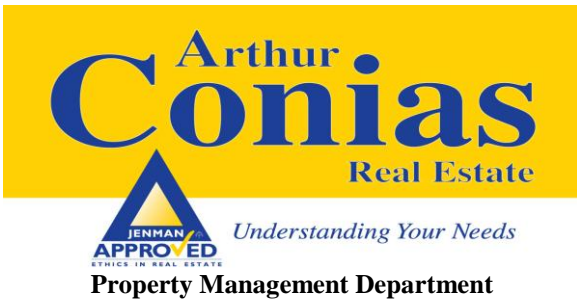
Please contact On The Move if you have not had a response within 24 hours.

Arthur Conias staff will fax this off for you



PLEASE FAX TO 1300 661 160





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Please ensure all fields are completed so we can process your application promptly

Rental Property Details

Address:
 Postcode:
 Rental Amount \$..... Weekly OR \$..... Monthly
 Bond Amount \$..... Payable to RTA
Preferred Tenancy start date:...../...../..... **Term:**..... mths
 How many people will reside at the property?
Adults: **Children:** Age of Children:
 Pets? If yes, how many? type/breed?

Previous Address:.....

..... Postcode:

How long at this address: years months

Previous landlord/agent:

Phone no. of landlord/agent:.....

Reason for leaving:.....

Current Employer:

Occupation:

Full time Part time Casual

Length of Employment:..... years months

Net Income per week: \$.....

Address:.....

..... Postcode:

Contact person: Phone:.....

(If self, employed, please list accountant's contact details)

Previous Employer:.....

Length of employment: years months

Address:.....

..... Postcode:

Contact person: Phone:

References *(No family or current employer contacts)*

1. Name:.....

Relation to the applicant:

Home Ph: Work Ph:.....

Mobile Ph:

2. Name:.....

Relation to the applicant:

Home Ph: Work Ph:.....

Mobile Ph:

Applicant Details

Title:..... Family or Surname:.....

Given Name/s:.....

Date of Birth:/...../..... Home Ph:.....

Work Ph:..... Mobile Ph:

Email address:

Australian Driver's Licence No:

State:..... Expiry date:

Passport No (if applicable):.....

Country:..... Expiry date:

Pension No (if applicable):.....

Type:..... Expiry date:

Own Motor Vehicle? Yes No

Car Make/Model:

Car Reg No..... State

Current Address:.....

..... Postcode:.....

How long at this address: year's months

If Rented - Rent paid \$..... per week

Current landlord/agent:

Phone no. of landlord/agent:

Reason for leaving:

If you receive a Centrelink Payment

(Copy of most recent payment statement to be supplied)

Type of payment:.....

Customer Reference Number (CRN):

Emergency contact / Next of Kin:

1. Name:

Relationship to the applicant:.....

Address:.....

Home Ph: Mobile Ph:.....

2. Name:

Relationship to the applicant:.....

Address:.....

Home Ph: Mobile Ph:.....

If you are a student Name of Institution:

Faculty / Department:

Student Identification (ID) Number:.....

Income source:

Net weekly income: \$

PRIVACY ACT DISCLOSURE STATEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application. We are bound by the National Privacy Principles and are required to make you aware that an organisation may access a database. An applicant is entitled to know what will happen to their information when it is passed onto an agent.

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 referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the default database operated by TICA Default Tenancy Control PTY LTD. You can find out more information about this database at its website at www.tica.com.au or can be contacted on 190 222 0346 (all calls are charged at \$5.45 per minute inclusive of GST). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your information to our credited service providers relevant to the tenancy relationship (i.e. maintenance contractors and the landlord’s insurers). We may also send personal information about you to the owners of any other properties at your request.

In the event of a default occurring under a tenancy agreement and are requested to attend court, your details may be registered with the default database operated by TICA. The removal of such information from this database is subject to the terms and conditions.

You have the right to access personal information that we hold about you by contacting our agency. 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.

TERMS AND CONDITIONS, AUTHORITY AND PRIVACY DISCLAIMER

I, the applicant, acknowledge that I have read the Privacy Act Disclosure Statement and I authorize Arthur Conias Real Estate 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 authorize Arthur Conias Real Estate to disclosed details about any defaults made by me under the tenancy to which this application relates, to any default database, including TICA

I authorize Arthur Conias Real Estate to disclose the personal information collected to the owner of the property.

I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and understand that my application is subject to the owner’s approval and the availability of the premises on the due date.

I, the applicant, accept that if the application is rejected, the staff of Arthur Conias Real Estate are not legally obliged to give a reason. If declined, your details will be held on file for 2 weeks. Following this period all details held will be destroyed.

Applicant’s name:

Signed by applicant: **Dated:**