

ADDITIONAL TERMS & INFORMATION FORMING PART OF THE TENANCY APPLICATION

PROPERTY:

HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?

Provided all details requested including contact information for: Employers, referees, previous landlords or agents, are provided as requested and we are able to contact them your application should be finalised within 2 business days.

We will then contact you to advise that your application is acceptable and arrange for you to receive a copy of the lease agreement together with any special conditions included. We will also make an appointment for signing of the lease and deposit payment.

You will be given a maximum of 24 hours to read and confirm your agreement with the lease conditions, call at our office and pay a weeks rent deposit and sign the Lease Agreement.

Please be aware we use the TICA(Tenancy Information Checking Australasia) to verify your rental history. The can be contacted on **1902 220 346**(Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

All parties to the Lease must attend the sign-up appointment unless special arrangements are agreed by our office.

It is important that you attend at the time arranged for signing your lease. If you do not attend at the appointed signup time we will assume you no longer require the property and it will be re-leased and allocated to the next suitable tenant.

TELEPHONE LANDLINES

In some properties due to the service provider's lack of available lines, installation is not always available immediately. This is unfortunately out of our control.

HOW DO I PAY MY RENT?

Our office no longer accepts cash payments. We provide our tenants with the following methods for rental payments;

INTERNET & BPAY VIA TELEPHONE BANKING (USING RENTCARD ONLY)

A Rentcard will be setup with EziDebit for you with your own individual BPay code for both internet & phone banking. A fee of \$1.50 per transaction is charged for this service (Therefore if you pay fortnightly you will be charged \$3 per month). **Rent is not payable via personal direct credit to our trust account and will incur a processing/trace fee of \$3 per transaction.**

PERSONAL CHEQUE / MONEY ORDER / BANK CHEQUE

There is no fee for this method of payment other than any fee charged by your Bank

DISHONOURS are charged at \$50.00 per dishonour by our office and you may also receive a charge from your own bank for this.

The tenant acknowledges that the primary form of communication shall be via email for notices, lease renewals & maintenance requests. It is YOUR responsibility to advise our office of any change of email address.

I confirm that I have read the above terms forming part of the attached Tenancy Application.

.....
SIGNED BY TENANT

.....
SIGNED BY TENANT

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

PRDnationwide Runaway Bay

ADDRESS: 1/455 Oxley Drive

SUBURB: RUNAWAY BAY

STATE: QLD POSTCODE: 4216

PHONE:

MOBILE:

FAX:

EMAIL:

07 5665 0500

07 5537 1102

reception@prdrunawaybay.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly Bond: \$ _____

Tenancy Term: _____ Fixed term agreement Periodic agreement

Starting on: _____ Ending on: _____

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by? _____

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: _____ State: _____

Number of vehicles: _____ Registration number(s): _____

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets: _____

Type of Pet/s: _____ Are your pets registered with a council? Yes No

If Yes, please state which council: _____

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:

 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT _____ REASON FOR LEAVING: _____

\$ _____ Rent period: _____ ← weekly / fortnightly / monthly

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:

 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: _____ REASON FOR LEAVING: _____

\$ _____ Rent period: _____ ← weekly / fortnightly / monthly

ITEM 8: EMPLOYMENT DETAILSAre you employed? Yes No (if no, please provide details of previous employer, if any)Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week)

\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTSAre you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): _____ DATE PAYMENTS COMMENCED: _____

\$ _____

ITEM 10: STUDENT DETAILSAre you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFeree 1:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REFeree 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REPRESENTATIVE 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.

Simply complete the form below, select the services you would like organised and return this form to your Agent. Direct Connect will then contact you to confirm your details and service request.

SERVICES WE *connect*

ELECTRICITY	GAS	INSURANCE	INTERNET	PHONE	PAY TV	REMOVALISTS	CLEANING	TRUCK HIRE

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

PERSONAL DETAILS		
Title	Given Name	
Surname	Date of Birth	
Mobile phone	Home phone	Work phone
Email Address		

ADDRESS DETAILS	
New address connection details - Address you are moving to	Connection date (if known)



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 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

PRDnationwide Runaway Bay
 1, 455 Oxley Drive,
 Runaway Bay QLD 4216
 Ph: (07) 5665 0500