



Property address: _____

Second preference: _____

NOTE — Before application processing can commence, you MUST provide us with the following:

- 1) **Minimum of 3 Identification items are required. See below.**
- 2) **If no photo ID is available, passport photos of the applicant MUST be clearly stamped and certified with the JP/C.Dec ID details**
- 3) **Proof of income -such as payslips or a current Centrelink Income Statement or both if applicable. (You should be able to demonstrate that you earn approximately 3 times the weekly rent amount in order to show affordability.)**

- Photo Identification — At least one form of Government issued photo ID is required such as Drivers Licence/Passport/Proof of Age Card
- Birth Certificate
- Accounts with current address eg. Phone, electricity, registration
- Medicare/Pension/Health Care cards /Bank/ATM card with name
- Employed: Last 4 payslips if paid weekly (2 if paid fortnightly)
- Self Employed: Most recent Tax return, Accountant's details and letter
- Not Currently Employed: Centrelink Income Statement

** PLEASE NOTE-APPLICATIONS WITHOUT FULL DETAILS IN ALL SECTIONS WILL NOT BE ACCEPTED OR PROCESSED

Phone: 3281 3800

Email: reception@actionrealty.com.au

93 Brisbane St, Ipswich QLD 4305



**** PHOTOGRAPHS OF DOCUMENTS AND IDENTIFICATION ARE NOT SUITABLE AND CANNOT BE ACCEPTED. These should be scanned and emailed as pdf files.**



FREE UTILITY CONNECTION SERVICE

Successful applicants will be contacted by our partners at **MyConnect**.

MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV.

We work with a wide range of service providers so we can help you find the best option to suit your needs.



powered by **myconnect**

PRIVACY DISCLOSURE STATEMENT

We are an independently owned & 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 will need to collect information about you from your previous lessor 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 databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and Barclays Debt Recovery. You can find out more information about these databases on their website www.tica.com.au. Your consent to us collecting this 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 **First National Action Realty** to verify your identity, to process & evaluate the application & 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 purpose for which it was collected, to other parties including Lessor/s, referees, other Agents and third party operators or tenancy reference databases. Information already held on tenant databases may also be disclosed to **First National Action Realty** and/or the Lessor. If you enter into a Residential Tenancy Agreement & if you fail to comply with your obligations under this agreement, the facts & other relevant personal information about you during the course of your tenancy may be disclosed to the Lessor, third party operators or tenancy databases and/or the other Agents.

If your application is not successful it will be stored securely for a period of one month only. If you decided not to collect your application **First National Action Realty** 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 residential 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, the applicant acknowledge that I have read the above Privacy Disclosure Statement. I authorise First National Action Realty to collect information about me from:

- * My previous letting agents and/or Lessors
- * My personal referees, employers and all other references on this application
- * Any Tenancy Default Databases (including TICA and Barclays) which contain personal information about me.

APPLICANTS FULL NAME (Please print) _____

Applicants Signature _____

FIRST NATIONAL ACTION REALTY— ACCEPTANCE AGREEMENT

I have inspected the premises on/..../.... and as per my application I 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 (owner):

- I, or the nominated applicant, will be notified within 24—48 business hours for the application status. The nominated applicant will receive SMS updates on the application status after it has been submitted.
- Arrangement must be made for ALL applicants to sign the General Tenancy Agreement within 24-48 hours of the approval, as well as an amount paid to the Agent equal to **2 WEEKS RENT**.
- Pre-tenancy costs as itemized below are to be paid by Direct Deposit (Net banking) or EFTPOS.
- A sign up date and appointment time will be made as soon as possible and all relevant documentation is to be signed by the this date and all remaining monies including full bond to be paid.
- Payment of the first two weeks rent will be required upon sign up.
- If this is not applied to, by the applicant, then the application will be declined and the property will not be removed from advertising.
- First 2 weeks rent must be paid BEFORE the lease commences.
- Bond (which equals the rent x 4 weeks) must be paid BEFORE the date of key collection.

- Will you be getting a **Queensland Housing Bond Loan** Yes..... No..... If Yes and the bond loan is declined, do you have ability to access the bond amount by other means? Yes..... No.....
- Will you be getting an **Easy Bond Pay** loan? Yes..... No.....

If this is not applied to by the applicant, the application may be declined and the property will not be removed from advertising.

APPLICANT

SIGNATURE: _____ **DATE:** _____

Please advise if this is a joint application with any other person/people:

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

MY PLATINUM PTY LTD T/A FIRST NATIONAL REAL ESTATE ACTION REALTY IPSWICH

ADDRESS: 93 BRISBANE STREET

SUBURB: IPSWICH

STATE: QLD

POSTCODE: 4305

PHONE:

MOBILE:

FAX:

EMAIL:

07 3281 3800

07 3281 7838

reception@actionrealty.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: _____

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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: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are 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: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____

PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK):

DATE PAYMENTS COMMENCED:

\$ _____

ITEM 10: STUDENT DETAILS

Are 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: _____

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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.

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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: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: 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. Yes No
 - 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: _____

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