

Pre-Application for a residential tenancy

SELECTING A PROPERTY

- ◆ Search for property via newspaper advertisement and the internet www.premierpropertysolutions.com.au, www.realestate.com.au or call into the office for a vacancy list.
- ◆ Contact the Property Manager for the address of the property advertised
- ◆ Drive by the property for suitability
- ◆ Arrange with the Property manager for an appointment to inspect the property
- ◆ If you are unable to make the appointment please call the office in advance and arrange another appointment.

APPLICATION PROCESS

- ◆ You will be asked to view the General Tenancy Agreement, Terms and any Special Terms
- ◆ Completed the application forms for all persons residing in the property (Incompleted applications will not be processed).
- ◆ Children may be included on a Parent or Guardian's Application
- ◆ Include all relevant information for proof of income (eg. Pay slip, Centrelink documents etc)
- ◆ Provide and attach photographs of documents required to meet the 100 points of identification as stated on the Application form
- ◆ Please ensure you have been given a copy of the General Tenancy Agreement, Terms and any Special Conditions before submitting the application

APPLICATION PROCESS

Information Verification

To verify, your application Information we contact a Tenancy Database Authority (TICA). If you have had a problem with a previous Tenancy, please discuss the circumstances with the Property Manager when handing in the application. We also contact your employer/HR Manager, current and previous Agent/Lessor and personal referees.

If you Application is not accepted

If you application is not accepted by the Lessor, the documents will be detained for one (1) month and then destroyed ensuring the protection of your privacy.

If you Application is accepted

If you Application is accepted by the Lessor, you will be required to pay the amount equivalent of two (2) weeks rent and the full Bond and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

Accepted Rent Payment Methods

Direct Deposit, EFT – Electronic Funds Transfer from your bank, Deposit book's are available upon request.
Cash will not be accepted.

Bond Transfers

****Please be aware that Bond Transfers are NOT an option****

Moving Costs

Please be aware that all moving costs are the responsibility of the tenant and Premier Property Solutions recommend you seek/review your own personal contents insurance requirements to insure your own belongings against any damage or loss of property before, during and after your tenancy.

Tenancy Application

Our Agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Before I submit this application, I have....

- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read.
- Completed the Application fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the property
- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Attached supporting Payslips or Income verification documents confirming income as stated on application

Documents accepted for identification check:

Item	X	Points	Initial		X	Points	Initial
Drivers Licence		70		Medicare Card		25	
Passport		70		Bank Debit/Credit Card		25	
Birth Certificate		40		Bank Statement		25	
Other Photo ID eg student card		40		Telephone Account		25	
Current Wage Advice		25		Electricity Account		25	
Previous Tenancy Reference		25		Gas Account		25	
Previous 2 Rent Receipts		25					

Lodgement of form:

Shop 5/512 Mulgrave Road, Earlville Qld 4870

PO Box 510, Manunda Qld 4870

Ph 07 4033 6779 Fax 07 4054 7411

E. rentals@premierpropertysolutions.com.au

Application for Residential Tenancy

This application will only be processed once ALL details have been completed and all copies of supporting documents attached. Delays may occur if you fail to include all relevant information.

PROPERTY DETAILS

Address of Property	
Lease commencement date:	Lease term:
Rent per week: \$	

APPLICANT DETAILS

	APPLICANT 1	APPLICANT 2
Family Name:		
Given Name(s):		
Title:		
Date of Birth		
Drivers Licence No:		
D/Licence Expiry:		
Passport No:		
Home Phone:		
Work Phone:		
Fax:		
Mobile:		
Email:		

	APPLICANT 1	APPLICANT 2
CURRENT ADDRESS:		
Length of time at current address:	Own: <input type="checkbox"/> Rent: <input type="checkbox"/> Rent Paid: \$	Own: <input type="checkbox"/> Rent: <input type="checkbox"/> Rent Paid: \$
Agent / Landlord:		
Agent Contact Details:		
Period of Occupancy: (at least 6 months)		

PREVIOUS ADDRESS:		
Length of time at current address:	Own: <input type="checkbox"/> Rent: <input type="checkbox"/> Rent Paid: \$	Own: <input type="checkbox"/> Rent: <input type="checkbox"/> Rent Paid: \$
Agent / Landlord:		
Agent Contact Details:		
Period of Occupancy:		
Was Bond refunded in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please specify reasons why:		

EMPLOYMENT

EMPLOYMENT		
Occupation:		
Employers Name:		
Employers Address:		
Employer Contact Details:		
	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual
Length of Employment:		
INCOME		
Net Weekly income:	\$	\$
Net Weekly income from other sources:	\$	\$
Other Income:	\$	\$
Government Benefits (please provide Paperwork)	\$	\$
PREVIOUS EMPLOYMENT (if less than 6 months current)		
Occupation:		
Employers Name:		
Employers Address:		
Employer Contact Details:		
	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual
Length of Employment:		

SELF EMPLOYMENT		
Company Name:		
Trading Name:		
Business Address:		
ABN:		
Accountant Name:		
Accountant Phone:		
Accountant Address:		
Length of S/Employment:		

MOTOR VEHICLES (Details of all vehicles to be kept at the property)

Registration No:	Model:	<input type="checkbox"/> Owned	<input type="checkbox"/> Hire Purchase
Registration No:	Model:	<input type="checkbox"/> Owned	<input type="checkbox"/> Hire Purchase
Other:			

PETS (Refer to attached Pet Application and Agreement)

Number of Pets:		
Type / Breed:		

NAME OF RELATIVE NOT RESIDING WITH YOU (or other person to contact in case of emergency)

Name:		
Relationship:		
Contact No:		
Address:		

PERSONAL REFEREES (Relatives not acceptable)

Referee 1 Name:		
Contact No:		
Address:		
Referee 2 Name:		
Contact No:		
Address:		

PREMIER PROPERTY SOLUTIONS PTY LTD
SHOP 5, 512 MULGRAVE ROAD, EARLVILLE QLD 4870
PH 07 4033 6779

PRIVACY DISCLOSURE STATEMENT

We are an 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 your previous landlords or letting agents, your current or previous 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 National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.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 PREMIER PROPERTY SOLUTIONS to verify your identity, to process and evaluate the application and 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 the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to PREMIER PROPERTY SOLUTIONS and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application PREMIER PROPERTY SOLUTIONS 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 Privacy Disclosure Statement and Collection Notice of PREMIER PROPERTY SOLUTIONS. I authorise PREMIER PROPERTY SOLUTIONS to collect information about me from:-

- ◆ My Previous letting agents and/or landlords;
- ◆ My personal referees;
- ◆ Any Tenancy Default Database which may contain personal information about me. I authorise Premier Property Solutions to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes including TICA and NTD.

I authorise PREMIER PROPERTY SOLUTIONS to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about property related information eg properties for rent or for sale or other services which may interest me. I consent to receive future marketing materials from PREMIER PROPERTY SOLUTIONS for:

Period of contact: Indefinite – Until advised in writing otherwise Other - _____

ELECTRONIC TRANSMISSION

I agree to receive any documentation relevant to the Tenancy by electronic communication methods such as email, fax and/or SMS methods.

Applicant 1 Name	Signature	Date
Applicant 2 Name	Signature	Date