

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS
 AGENCY NAME: Warren Inch Real Estate
 ADDRESS: Shop 1, 2 Highfields Road
(cnr New England Highway)
 SUBURB: HIGHFIELDS STATE: QLD POSTCODE: 4352
 PHONE: 07 4698 7111 MOBILE: _____ FAX: 07 4698 7555 EMAIL: admin@warreninch.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 \$ _____ 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: _____

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: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

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: _____

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. 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: _____

INITIALS

Privacy Notice and Consent

Consent

I,
(Full name)

of
(Residential Address)

have read and understood the attached information. I authorise employees of Warren Inch Real Estate, and independent contractors of Warren Inch 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 Warren Inch 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 Warren Inch Real Estate, Warren Inch Real Estate may be unable to provide the products or services I have requested.

Signed:

Date: / / 20

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

Privacy

Inch Investments Pty Ltd (ACN 108 244 006) trading as Warren Inch 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 Warren Inch Real Estate's condensed Privacy Notice. Warren Inch Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by Warren Inch Real Estate of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed from our office.

Information Collection, Use and Disclosure

During the course of your involvement with Warren Inch 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;

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Privacy Notice and Consent

- 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;

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- 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 Warren Inch 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 Warren Inch 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 as follows:



PO Box 188, HIGHFIELDS QLD 4352



07 4698 7111



rentals@warreninch.com.au

REQUEST FOR RENTAL REFERENCE



To: _____ Attention: _____
Phone: _____ Fax: _____ Email: _____
From: Warren Inch Real Estate Name: Jane Barker/ Kerry Pryce Position: Property Management
Phone: (07) 4698 7111 Fax: (07) 4698 7555 Email: rentals@warreninch.com.au

APPLICANT'S DETAILS

Name/s: _____
Who resided at: _____
From Date: _____ To Date: _____

TENANCY DETAILS

It would be greatly appreciated if you could (subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return it by fax or email, along with the rental ledger, at your earliest convenience.

1. LISTED TENANTS Were the above applicants listed as tenants with your company: Yes No
2. RENTAL PERIOD Date Tenancy Started: _____ Date Tenancy Ended: _____
3. TERMINATION OF THE LEASE If the lease was terminated, who provided the notice: Tenant/s Agent
Reason for Termination: _____
4. RENT PAYMENTS Rent amount: \$ _____ p/week Payment received on time: Yes No
Additional Comments: _____
5. BREACHES ISSUED Where there any RTA Form 11 - Notice to Remedy Breach issued if so how many: _____
6. ROUTINE INSPECTIONS Were regular routine inspections carried out? Yes No
Tenancy issues arising from inspections: _____
7. PROPERTY Has the property been well maintained during the tenancy? Yes No
If the Tenant has vacated, was the property left clean & undamaged apart from general wear and tear? Yes No
8. RENTAL BOND Do you anticipate/ or was the full rental bond refunded? Yes No
9. FUTURE RENTAL Would you rent to the/these tenant/s again? Yes No

AGENT / LESSOR DECLARATION

By signing this form I agree that the information that I have provide as the agent/lessor is true and correct.

Name Signature Position Date

APPLICANT/S AUTHORITY TO COLLECT INFORMATION

I/We the above applicant/s authorise Warren Inch Real Estate to forward this questionnaire to all previous Agents &/or Lessors as a part of the application of tenancy and am aware that this information is required to allow the application of General Tenancies to be processed.

Name Signature Date

Name Signature Date

REQUEST FOR EMPLOYMENT DETAILS



To: _____ Attention: _____

Phone: _____ Fax: _____ Email: _____

From: Warren Inch Real Estate Name: Jane Barker Position: Property Management
Kerry Pryce
Phone: (07) 4698 7111 Fax: (07) 4698 7555 Email: rentals@warreninch.com.au

APPLICANT'S DETAILS

Name: _____

Address: _____

EMPLOYMENT DETAILS

The applicant has stated that he / she is employed by your company. It would be greatly appreciated if you could (subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return it by fax or email at your earliest convenience.

Name of Employer: _____

Please confirm if the applicant is currently employed with your company? Yes No

On what basis is the applicant employed: Full Time Part Time Casual Other:

Occupation of the Applicant: _____

Applicant's Net Income per week: _____

Date Applicant Commenced Employment: _____

EMPLOYER DECLARATION

By signing this form I agree that the information that I have provided, as the applicant's employer, is true and correct.

Name Signature Position Date

APPLICANT'S AUTHORITY TO COLLECT INFORMATION

I the above applicant am aware the above information is to be provided to Warren Inch Real Estate as required to allow the application of General Tenancies to be processed.

Name Signature Date

REQUEST FOR EMPLOYMENT DETAILS



To: _____ Attention: _____

Phone: _____ Fax: _____ Email: _____

From: **Warren Inch Real Estate** Name: **Jane Barker** Position: **Property Management**
Phone: **(07) 4698 7111** Fax: **(07) 4698 7555** Email: **rentals@warreninch.com.au**

APPLICANT'S DETAILS

Name: _____

Address: _____

EMPLOYMENT DETAILS

The applicant has stated that he / she is employed by your company. It would be greatly appreciated if you could (subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return it by fax or email at your earliest convenience.

Name of Employer: _____

Please confirm if the applicant is currently employed with your company? Yes No

On what basis is the applicant employed: Full Time Part Time Casual Other:

Occupation of the Applicant: _____

Applicant's Net Income per week: _____

Date Applicant Commenced Employment: _____

EMPLOYER DECLARATION

By signing this form I agree that the information that I have provided, as the applicant's employer, is true and correct.

Name	Signature	Position	Date
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APPLICANT'S AUTHORITY TO COLLECT INFORMATION

I the above applicant am aware the above information is to be provided to Warren Inch Real Estate as required to allow the application of General Tenancies to be processed.

Name	Signature	Date
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Warren Inch Real Estate - QA Controlled Copy

Operation Department: Property Management	Form Document	Document No: PM-FD-05	Version: 01
Authorized By: Jane Barker	Approved	Revision Date: 1/10/2015	Page: 1 of 1