

APPLICATION GUIDELINE

Each individual must complete an application separately

Application must be completed in full and signed before processing can begin

If application is approved, signed lease and deposit payment of **2 weeks** is required within **24 hours**. The Property will continue to be marketed until a signed lease and payment is received.

Below is a guideline for accompanying documents to support your application

3 Forms of ID – 1 (**one**) Must show your date of birth. See below examples Passport (Must not be canceled and should be no less than 2 years expired), Driver's License, Medicare Card, Credit Card, Visa Approval, Citizenship Certificate, Bank Statements, Utility bills showing current address, Birth Certificate.

Proof of Income – Must be recent

3 recent payslips – if income is paid monthly, 2 are required, Current work contract, Letter from employer or accountant (**on letterhead**), Bank statements showing payments from employer, Centrelink statements (if applicable)

Rental History

Reference from current Agent/ On Site Manager / Landlord – We will email a rental reference check to be completed.

If no rental history – Written character reference – This **cannot** be from family or close friends. Must be on letterhead or email contains details of the referee.

Pets

All pets must be on application.

Age, breed and number of pets, Immunization details,

Is the pet Registered with council documentation, and photo of pet/s.

ARENA Property Agents ADDRESS: 1 Briggs Road, Springwood QLD 4127

TENANT APPLICATION FORM

Property address applying for:

All applicant/s name/s:

Best contact details (email or phone):

ARENA 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.

Please read prior to completing your application.

- One application is to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check which must include 1 item of Photo ID. **Proof of income is also required.** Refer to list below:

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	30
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card	30
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenant Ledger	20
Documents on which <u>your name</u> and <u>current address</u> appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	20
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

DOCUMENTS ACCEPTED FOR PROOF OF INCOME

- ☐ 3 most recent payslips ☐ Signed employment contract or letter
☐ Letter from accountant (if self employed) ☐ Bank statements

- Our agency will contact you within 24-48 hours. If the application is successful, you will be required to pay a deposit (two weeks rent) within 24 hours. All leaseholders must sign the Tenancy Agreement within this time-frame.

Applicant Checklist - before I submit this application, I have:

- ☐ Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- ☐ Inspected the Property both internally and externally
- ☐ Upon tenant request, a copy of the General Tenancy Agreement, Terms and any Special Terms are available to peruse.
- ☐ Completed the application form **fully**, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- ☐ Attached proof of income and/or savings
- ☐ Completed the pet application & agreement form if pets are to reside at the property

*Applicant 1 details (* denotes required information)

*Name in full		Other name/s you have been known by	
*Date of birth		Place of Birth	
*Drivers licence no.	Expiry	Passport No	Expiry
☎ Home	☎ Mobile	☎ Business	
Email			

*Australian citizen

<input type="checkbox"/> Yes <input type="checkbox"/> No: attach copies of Passport and Visa		Visa Expiry Date	
*Current Address	Renting <input type="checkbox"/> Owned <input type="checkbox"/>	With friends/family <input type="checkbox"/>	Sharing, not on lease <input type="checkbox"/> Other <input type="checkbox"/>
*Address in full:			
*Rent per week:	\$	*Period of occupancy:	years months
*Agent/Landlord:	*Fax/email: ☎ Business		
*Reason for leaving			
*Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes <input type="checkbox"/> No	Why:

*Previous Address	Renting <input type="checkbox"/> Owned <input type="checkbox"/>	With friends/family <input type="checkbox"/>	Sharing, not on lease <input type="checkbox"/> Other <input type="checkbox"/>
*Address in full:			
*Rent per week:	\$	*Period of occupancy:	years months
*Agent/Landlord:	*Fax/email: ☎ Business		
*Reason for leaving			

Employment

*Current Employer Business Name:		*Your position:	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
*Length of employment	years months		
*Payroll/Manager's name:	*Fax/email:	☎ Business:	

If Self Employed

Company Name:		Trading As:	
Address:		ABN:	
Period self employed:	Years Months	Industry/Nature of Business:	
Accountant Details:		☎ Business:	
Creditor Referee:		☎ Business:	

*Income – must provide verification

• Employment	\$	gross per annum	\$	net weekly
• Self Employment – provide Accountant letter to verify	\$	gross per annum	\$	net weekly
• Other Source:	\$	gross per annum	\$	net weekly
*TOTAL	*\$	gross per annum	\$	net weekly

If student or not currently employed

Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Vehicles to be kept at property

Registration No	Model	Owned / Hire purchase
Other		

***Occupancy details** of persons to reside at property other than applicant 1, including dependents and other applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

* Any applicant aged over 18 years is required to complete an application form

*Smoker	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Pets	Yes <input type="checkbox"/> No <input type="checkbox"/> Type of pet: _____ Number of pets: _____ Registration: _____

***Emergency contact details** of closest friends/relatives who will not be residing with you. Must be Australian numbers

1. Name	2. Name
Address	Address
Relationship to you:	Relationship to you:
☐ M ☐ H	☐ M ☐ H

***Referees (1 x professional, 1 x personal)** who are not relatives. Must be contactable within the next 48 hours.

Name	☐ Business Hours Contact
1.	☐ Mob ☐ Work
2.	☐ Mob ☐ Work

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? ☐ No ☐ Yes:

Are you in debt to another lessor or agent? ☐ No ☐ Yes:

Is there any reason known to you that would affect your ability to pay rent when due? ☐ No ☐ Yes:

Was your bond at your last address refunded in full? ☐ Yes ☐ No:

Was the property in a satisfactory condition when you inspected it? If not, list requests. ☐ Yes ☐ No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy for a period of * _____ months, at a rental of *\$ _____ per week commencing on * _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this application.

I understand that if the nominated applicant is advised this application is approved then within 24 hours, all approved applicants are to sign the General Tenancy Agreement and pay 6 weeks rent (2 weeks rent + 4 weeks bond). The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until a replacement tenant is secured.

I understand the agent uses BPAY Payment Systems for rent payments and if used the tenant may incur a fee per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE or MONEY ORDER made payable to ARENA Property Agents**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
*Rent – first 2 weeks rent	2 x \$	= \$	Within 24 hours of application approval
*Bond – 4 times weekly rent	4 x \$	= \$	Within 24 hours of application approval
NB: If rent is over \$700pw, Bond is as specified on rent List			
TOTAL PRE-MOVING IN COST			\$ Within 24 hours of application approval

***APPLICANT'S SIGNATURE**

***Date**

PRIVACY DISCLOSURE STATEMENT

Please acknowledge the following by selecting either Yes or No

I, the applicant,

1. Acknowledgement that my personal contents insurance is not covered under any lessor insurance policy/s and understand that 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 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 other 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's acceptance of the application. ☐ Yes ☐ No
9. Consent to the use of email or facsimile and the method of receiving advice or notification by SMS is accepted. ☐ Yes ☐ No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. ☐ Yes ☐ No

FREE UTILITY CONNECTION SERVICE

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a really smart move

MyConnect will contact you to connect your utilities for FREE



☒ **Yes, Please Contact Me**

☐ Interpreter required

☐ OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Get in touch: ☎ 1300 854 478 ✉ enquiry@myconnect.com.au 💻 myconnect.com.au

MARKETING CONSENT

I understand that the agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **ARENA Property Agents** to use the phone details provided to contact me for marketing purposes until I advise otherwise.

Period of Contact: ☐ Indefinite until advised in writing otherwise ☐ Other:

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

*Applicant Name

*Applicant Signature

*Time

*Date