

# TENANCY APPLICATION

AGENCY NAME	North Shore Realty	
ADDRESS	936 David Low Way, Marcoola Q 4564	
PHONE	07 5448 9111	
	07 5450 7319	
EMAIL	rentals@northshorerealty.com.au	

PROPERTY ADDRESS FOR RENT \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

DATE PROPERTY INSPECTED \_\_\_\_\_ INSPECTION CODE \_\_\_\_\_

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.

**Please read prior to completing your Application**

- One Application is to be completed per person.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order, Bank Cheque or EFTPOS (EFTPOS is only acceptable for the initial rent and bond payment). **AND OUR OFFICE IS CASHLESS! We do not accept cash under any circumstances.**
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for Identification Check and Proof of Income. Refer to the following list of accepted documents. Mandatory documents include either, a Drivers Licence, Passport, Proof of Age Card, Pay Slips or Proof of Income Advice and, also at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

**DOCUMENTS REQUIRED FOR IDENTIFICATION CHECK & PROOF OF INCOME**

<input type="checkbox"/> Drivers Licence (photocopy of both side of licence required) <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Passport <input type="checkbox"/> 18+ card <input type="checkbox"/> Other Photo ID from Government e.g.: Pension Card, Student Card <input type="checkbox"/> <b>Overseas applicants must provide current Visa.</b>	<b>Must submit 1 of these.</b>
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/> Bank Statements showing rental/mortgage payments	<b>Must submit 1 of these.</b>
<b>Documents on which your name and current address appear:</b> <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	<b>Must submit 2 of these.</b>
<b>Proof of income:</b> <input type="checkbox"/> 2 recent Pay slips <input type="checkbox"/> Letter from employer <input type="checkbox"/> Centrelink income statement <input type="checkbox"/> <b>**Bank statements showing income</b> <input type="checkbox"/> <b>**Letter/email from accountant</b> <input type="checkbox"/> <b>**Certificate of Business Registration</b> <b>Self-employed submit these 3**</b>	<b>Must submit 1 of these. Self Employed**</b>

**Applicant**

- I, The Applicant hereby declare that by submitting this application I have;
- Attached photocopies of documents as required above mandatory documents
  - Inspected the property internally and externally
  - Viewed General Tenancy Agreement, Terms and any Special Terms can be viewed [www.northshorerealty.com.au](http://www.northshorerealty.com.au)
  - Completed the Application form fully, including Privacy Disclosure Statement, Privacy Consent & Marketing Consent
  - Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT		
	DATE	TIME
<input type="checkbox"/> Application received	/ /	am/pm
<input type="checkbox"/> Original ID Signatures same as Application	/ /	am/pm
<input type="checkbox"/> Tenant advised RTA Form 18a is available to view on Website	Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is fully completed including Consent		am/pm
<input type="checkbox"/> Received by: NSR Staff: .....		

**APPLICANT'S DETAILS:**

Name in Full

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

① Home

① Mobile

Email

**CURRENT ADDRESS :**

Rent per week

\$

Period of occupancy ..... /..... /..... To ..... /...../.....

Agent/Landlord

① Phone

Email:

Reason for leaving

Do you expect the Bond to be refunded in full

 Yes No

Why:

**PREVIOUS ADDRESS:**

Rent per week

\$

Period of occupancy ..... /..... /..... To ...../..... /.....

Agent/Landlord

① Phone

Email

Reason for leaving

**IF PREVIOUS 2 ADDRESSES ARE FOR A COMBINED PERIOD OF LESS THAN 3 YEARS PLEASE PROVIDE A 3<sup>RD</sup> PREVIOUS ADDRESS:**

Rent per week

\$

Period of occupancy ..... /...../..... To ..... /...../.....

Agent/Landlord

① Phone

Email

Reason for leaving

**EMPLOYMENT:**

Current Employer

Your Position

 Full Time Part Time Casual Contract

Length of Employment

Years

Months

Net income \$

of each: week / fortnight / month

Payroll / Manager's Name

Email

① Phone

**IF SELF EMPLOYED:**

Company &amp; Trading Name:

Estimated net weekly income \$

Address:

ABN

Period self- employed

Years

Months

Industry/Nature of Business

Accountant Details

① Email/Phone

Creditor Referee

① Email/Phone

**OTHER INCOME: –**

Employment/Other:

\$

week/fortnight/monthly/annually

TOTAL

\$

week/fortnight/monthly/annually

How Many

Type &amp; Breed of pet



**NORTH SHORE REALTY**  
**936 David Low Way, MARCOOLA Qld 4564**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the Privacy Act 1988 & the Australian Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section. A copy of the Privacy Policy is freely available on [www.northshorerealty.com.au](http://www.northshorerealty.com.au) or upon request.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for **North Shore Realty** 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, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the 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 we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below than your Application for 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.

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **North Shore Realty**. I authorise **North Shore 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;
- Tenancy Databases to which North Shore Realty subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise North Shore Realty 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, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

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 am the telephone account holder or nominated person by the account holder and agree North Shore Realty to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

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

**UTILITY CONNECTIONS**

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. ON THE MOVE is authorised to contact me direct regarding the CONNECTION of these utility services – Form attached.

**ELECTRONIC TRANSMISSION**

It is agreed consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	



**North Shore Realty**

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## Free utility connection service



- ✓ **On The Move** is FREE – Save Time & Energy
- ✓ **We're CONVENIENT.** Why spend hours on the phone waiting in endless call queues?
- ✓ **We make it EASY.** In a single 10 minute call you get electricity, gas, phone and more.
- ✓ **We get you CONNECTED.** We make sure you are connected on time and as planned.
- ✓ **Focus on moving into your new home. Don't move in the dark!**

- Free Service • One Stop Shop • Quality Suppliers • No obligation

Let **On The Move** reduce your stress and save you time by arranging to connect all your services on your moving day.

YES, please call me to arrange the following services **free of charge!**

ELECTRICITY  GAS  PHONE  INTERNET  PAY TV

Name

Date of birth

Contact number

Driver's Licence or Passport Number

Expiry date

Property address to connect

Suburb

Postcode

Connection date

Applicant's Signature

Date

Property Manager's Name

Contact number

**Please complete this form and return to your Property Manager.**



Once completed, please email to [sales@onthemove.com.au](mailto:sales@onthemove.com.au)

**Terms & Conditions** - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.