


# TENANCY APPLICATION



<b>AGENCY NAME</b>	MOVE Property Management	
<b>ADDRESS</b>	Shop 1, 36 Vernon Tce Teneriffe Q 4005	
<b>PHONE</b>	07 3257 0015	
<b>FAX</b>	07 3257 0075	
<b>EMAIL</b>	info@moveproperty.com.au	

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.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Drivers Licence, Passport,	40
<input type="checkbox"/> 18+ Card, Other Photo ID, Recent or Current Pay Advice , Previous Tenancy Ledger, Birth Certificate	30
<input type="checkbox"/> Previous two rent receipts, current wage advice, Proof of home ownership	20
<input type="checkbox"/> Current vehicle registration certificate, Bank Statement, Credit Card Statement , Telephone, Electricity, Gas Accounts, Pension Card	10
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS</b>	

- 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 or Bank Cheque.

**Applicant Checklist - Before I submit this Application, I have ...**

- Attached photocopies of documents to meet 100 or more points of ID

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- Inspected the Property both internally and externally

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- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP

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- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

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- Completed the Pet Application & Agreement form if pets are to reside at the Property

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OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	
<input type="checkbox"/> Privacy Disclosure and Application signed		Yes / No	
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

- Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent  
 Other:

### Applicant's Full Name and Current Address

Name Address

### Personal Details

Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No. Expiry Date

### Applicant's Contact Details

☎ Home ☎ Mobile ☎ Business Email

### Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Residential Address

Address Period of occupancy Years Months  
Agent/Landlord ☎ Business Fax  
This is a (please tick)  Rental  Property I own (please include proof of ownership)  Family Home

### Previous Address

Address Period of occupancy Years Months  
Agent/Landlord ☎ Business Fax  
This is a (please tick)  Rental  Property I own (please include proof of ownership)  Family Home

### Employment

Current Employer  
 Full Time  Part Time  Casual  Contract

Your Position Length of Employment Years Months  
Payroll / Manager's Name Fax ☎ Business  
Total Annual Income (as declared to Australian Taxation Office) \$ Net Income Per Week \$

### If Self Employed

Company Name Trading As  
Address ABN  
Period self employed Years Months Industry/ Nature of Business  
Total Annual Income (as declared to Australian Taxation Office) \$ *Attach income statement by Accountant or ATO Return*  
Accountant Details ☎ Business  
Creditor Referee ☎ Business  
Creditor Referee ☎ Business

## If a Student or Not Currently Employed

Student ID #	Institution	Faculty	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other

## Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

## Details of all Persons to Reside at Property, including Children

Name	Age

**Pets**     No     Yes

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	Relationship	2. Name	Relationship
Address		Address	
{ H                      { W                      { M		{ H                      { W                      { M	

## Personal Referees who are not Relatives

Name	Relationship to you	{ 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 2 weeks rent as deposit. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent.

I understand the Agent uses MoveMoney for rent payments and if used the Tenant will incur a fee of \$1.00 per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to Move Property Management .**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

<b>APPLICANT'S SIGNATURE</b>	<b>Date</b>
<b>In Presence of Agency Representative</b>	<b>Date</b>

**MOVE Property**  
**Shop 1, 36 Vernon Tce TENERIFFE 4005**  
**07 3257 0015**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National 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.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for Move Property Management 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 then 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.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Move Property Management. I authorise MOVE 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 MOVE 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 MOVE 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.

**ELECTRONIC TRANSMISSION**

It is agreed by ticking this box, 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>	

# Fast, Simple, Free!

myconnect

## Connecting all your utilities

and maybe even save you money

1

### Agree

Agree as per below, for the MyConnect team to contact you

2

### We Call You

MyConnect call you to make contact and discuss your move in date

3

### Choose your Suppliers



and many more

4

### Move in!

Move into your house with all your services ready to go.

myconnect



MyConnect is a FREE & EASY to use utility connection service available for tenants

Yes, Please Contact Me

Interpreter service required (tick here)

Ph : 1300 854 478

Fax : 1300 854 479

enquiry@myconnect.com.au

www.myconnect.com.au

Unless I have opted out below, I: consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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.

Tick here to opt out