

TENANCY APPLICATION

AGENCY Premia Properties

EMAIL rentals@premiaproperties.com

IMPORTANT INFORMATION

This Application cannot be processed until it is **completed in FULL** 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. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your 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.

PROPERTY ADDRESS FOR RENT: _____

APPLICANT ONE: _____ **{Mobile:** _____

APPLICANT TWO: _____ **{Mobile:** _____

Preferred length of tenancy: _____ **Preferred start date:** _____

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK 100 POINTS PER APPLICANT

ONE DOCUMENT MUST BE SUPPLIED FROM EACH CATEGORY					
Photo ID			Other ID		
<input type="checkbox"/>	Drivers Licence 18+ Card Passport	40 Points	<input type="checkbox"/>	Medicare Card Bank Card Pension Card	10 Points
Proof of Income			Proof of Current Address		
<input type="checkbox"/>	Recent Pay Slip x 3 Centrelink Statement Bank Statement Current Letter from Employer	30 Points	<input type="checkbox"/>	Telephone Electricity/Gas Account Current Vehicle Registration Bank Statement	20 Points

- Please allow up to 72 hours of processing for your application. You will be contacted to notify you of the status of your application. If the Application is approved, within 24 hours of acceptance, one week's rent must be paid to confirm your acceptance of the property. This amount will be deducted from the required two weeks rent and four weeks bond prior to handing the keys over.
- Premia Properties does not accept cash and does not have EFTPOS facilities. Rental payments must be paid electronically to our nominated bank account or direct in to the bank account at a Bank of Queensland branch.

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
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read.
- Completed the Application form in full, including the Privacy Consent & Disclosure Statement
- Completed the Pet Application & Agreement form if pets are to reside at the Property
- Acknowledged that a Fee may apply to the chosen Rental Payment Method



Premia Properties

www.premiaproperties.com

PO Box 326, Bribie Island QLD 4507

07 3408 7488

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Applicant One Full Name: _____

Home: _____ Mobile: _____ Email: _____

Birth Date: _____ License No.: _____ Expiry date: _____

Birth Place: _____ Passport No.: _____ Expiry date: _____

Australian Citizen

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

Current Residential Address**The last 5 years of residential address history must be provided**

Address: _____

Property status: Own/Selling/Sold Tenancy Agreement Living with others Other: _____

Period of Occupancy: _____ Rent per week: \$ _____ Bond paid: \$ _____

Selling Agent/Landlord: _____ Contact: _____

Email: _____

Reason for leaving: _____

Previous Address**The last 5 years of residential address history must be provided**

Address: _____

Property status: Own/Selling/Sold Tenancy Agreement Living with others Other: _____

Period of Occupancy: _____ Rent per week: \$ _____ Bond paid: \$ _____

Selling Agent/Landlord: _____ Contact: _____

Email: _____

Reason for leaving: _____

Please attach details of any previous rental history if the above does not reflect 5 years**Do you own an Investment property? Yes / No**

Address _____ Rent Per Week \$ _____

Income/Employment Status

Proof of income must be provided – bank statement, pay slip ect.

Company/Employer Name: _____ **Your Position:** _____

Full Time Part Time Casual Contract Self Employed ABN _____

Centerlink Payment: _____ AFTER tax income: \$ _____ Weekly/Fortnightly/Monthly

Payroll/Manager/Accountant: _____ Contact: _____

Other income source: _____ AFTER tax Income: \$ _____

If a Student

Institution: _____ Course: _____ Duration: _____

Personal Reference (not a relative)

Name: _____ Relationship: _____ Contact: _____

Name: _____ Relationship: _____ Contact: _____



Applicant Two Full Name: _____

Home: _____ Mobile: _____ Email: _____

Birth Date: _____ License No.: _____ Expiry date: _____

Birth Place: _____ Passport No.: _____ Expiry date: _____

Australian Citizen

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

Current Residential Address**The last 5 years of residential address history must be provided**

Address: _____

Property status: Own/Selling/Sold Tenancy Agreement Living with others Other: _____

Period of Occupancy: _____ Rent per week: \$ _____ Bond paid: \$ _____

Selling Agent/Landlord: _____ Contact: _____

Email: _____

Reason for leaving: _____

Previous Address**The last 5 years of residential address history must be provided**

Address: _____

Property status: Own/Selling/Sold Tenancy Agreement Living with others Other: _____

Period of Occupancy: _____ Rent per week: \$ _____ Bond paid: \$ _____

Selling Agent/Landlord: _____ Contact: _____

Email: _____

Reason for leaving: _____

Please attach details of any previous rental history if the above does not reflect 5 years**Do you own an Investment property? Yes / No**

Address _____ Rent Per Week \$ _____

Income/Employment Status

Proof of income must be provided – bank statement, pay slip ect.

Company/Employer Name: _____ **Your Position:** _____

Full Time Part Time Casual Contract Self Employed ABN _____

Centerlink Payment: _____ **AFTER tax income:** \$ _____ **Weekly/Fortnightly/Monthly**

Payroll/Manager/Accountant: _____ **Contact:** _____

Other income source: _____ **AFTER tax Income:** \$ _____

If a Student

Institution : _____ **Course:** _____ **Duration:** _____

Personal Reference (not a relative)

Name: _____ **Relationship:** _____ **Contact:** _____

Name: _____ **Relationship:** _____ **Contact:** _____



Details of all Vehicles to be kept at Property

Registration No: _____ Model: _____ Owned / Hire Purchase: _____
 Registration No: _____ Model: _____ Owned / Hire Purchase: _____

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

Name	Age
_____	_____
_____	_____
_____	_____

Pets No Yes: Refer to attached Pet Application and Agreement completed

Applicant 1 Smoker No Yes
Applicant 2 Smoker No Yes

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

Applicant One	Applicant Two
Name: _____	Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Contact: _____	Contact: _____

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes
 If yes please provide details: _____

Are you in debt to another Lessor or Agent? No Yes
 If yes please provide details: _____

Is there any reason known to you that would affect your ability to pay rent when due? No Yes
 If yes please provide details: _____

Was your Bond at your last address refunded in full? Yes No:
 If no please provide details: _____

- By signing below:**
- 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 have read & understand all pages of this application & that I have read & accept all the terms & conditions.
 - I have read the privacy information statement and all details herein provided to and by me,
 - I declare I am not bankrupt or an undischarged bankrupt.
 - I authorise Premia Properties to make enquiries they consider necessary to verify the information disclosed in this application.

APPLICANT ONE SIGNATURE _____ **Date** _____
APPLICANT TWO SIGNATURE _____ **Date** _____



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Premia Properties

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 Premia Properties 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 Real Estate Precinct. I authorise Premia Properties 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 Real Estate Precinct subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise Premia Properties 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.

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 am the telephone account holder or nominated person by the account holder and agree Real Estate Precinct 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 -

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

Applicant One Name	
Applicant Signature	
Date	
Applicant Two Name	
Applicant Signature	
Date	



PET APPLICATION AND AGREEMENT

PET DETAILS If more than 2 pets, print and complete a separate Pet Agreement form

PET 1

PET 2

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

Yes No

Yes No

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

Yes No

Yes No

VETERINARIAN

Name:

Contact:

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.

ACKNOWLEDGEMENT & AGREEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date



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