



# Tenancy Application

*Thank-you for your enquiry on our rental property. Our agency welcomes your application.*

**All persons residing in the property who are over the age of eighteen (18) and any lease holders are required to submit a separate application form.**

## APPLICATION FORMS

A PDF copy of application forms can be accessed and printed online at [huntrealty.com.au](http://huntrealty.com.au) under the 'Renting' tab and 'Apply Now', alternatively you can apply online via [1form.com.au](http://1form.com.au).

If applicable, complete the Pet Application form and submit in conjunction with your tenancy application.

## AFFORDABILITY

To avoid placing Tenants in a financial hardship our agency requires proof of weekly income. Rent per week is not to exceed 30% of applicants gross income. Please check affordability prior to submitting your application. Should an applicant fall under the threshold this may void the Lessor's insurance. Our agency, on behalf of our Lessors, does not accept large lump sum payments of rent in advance.

## SELECTION PROCESS

Before an application can be processed, applicants are to:

- Arrange and conduct an internal & external viewing of the property
- Complete & submit the appropriate application forms
- Provide 100pts of ID (minimum of one photo ID)
- Provide proof of current employment/income
- Have a positive attitude

## SUBMITTING AN APPLICATION

An incomplete form may be detrimental to your application. Our agency will not begin processing until all fields of the application form plus supporting documentation are completed and submitted in full. Supporting documentation can be copied at our office at a rate of 20c per page. Our agency cannot hold a property to any person. All applications that are correctly submitted will be processed and sent to the landlord for approval/denial.

Hand Deliver / Post

1/12-14 Lake Street, Cairns City QLD 4870

Email

[info@huntrealty.com.au](mailto:info@huntrealty.com.au)

## PROCESS TIME

Applications generally take 1 - 2 business days to process. Process time is dependant on response from previous Property Managers/Lessors, nominated references, representatives and workplace. Should your application be accepted by the Lessor our property management department will be in contact with you.

## ACCEPTANCE

If your application is accepted a Tenancy Induction appointment must be scheduled within one business day. At the appointment Tenants must sign Form 18a General Tenancy Agreement and a deposit equivalent to one weeks rent must be paid to Hunt Realty Rentals Trust via Internet Transfer, Bank Cheque or Cash.

*If you have any questions regarding your application processing or residential tenancy please do not hesitate to contact our property management dept. We look forward to receiving your application!*



# Tenancy Application

## Information about your Tenancy Application & Tenancy Databases

Tenancy databases are used by Lessors and Property Agents to protect a property owner's investment. Tenancy databases allow Lessors and Property Agents to check an applicant's tenancy history and improve their chances of finding a reliable tenant. In accordance with Section 458A of the *Residential Tenancies and Rooming Accommodation Act 2008*, Hunt Realty Pty Ltd wish to advise that our agency use tenancy databases when processing tenancy applications.

If you enter into the Residential Tenancy Agreement and you fail to comply with your obligations under the General Tenancy Agreement (Form 18a) that fact and other relevant personal information collected about you during the course of this application for tenancy and throughout the tenancy may also be disclosed to the Lessor, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the Lessor or the Lessor's Agent holds, you can do so by contacting the Agent. You can also correct this information if it is inaccurate, incomplete or out of date. If the information in your application or the General Tenancy Agreement (Form 18a) is not provided, the Agents may not be able to process your application or manage the tenancy properly.

Hunt Realty Pty Ltd use the following databases:

### **TICA**

**Phone** 02 9743 1800

**Post** PO Box 120, Concord NSW 2137.

### **Barclay MIS Protect & Collect Pty Ltd**

**Phone** 1300 883 916

**Post** PO Box 553, Wynnum QLD 4178.

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

### **WHAT IF I AM LISTED?**

If we discover personal information about you on a tenancy database that we use during the application process, we are required by law to advise you in writing within 7 days of using the database.

### **WHERE CAN I GET FURTHER INFORMATION?**

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority (RTA) website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.



# Privacy Policy of Hunt Realty Pty Ltd

Hunt Realty is an independently owned and operated business bound by the Australian Privacy Principles (APPs). Our agency collects personal information from a client in an open and transparent way. Protecting your privacy and the confidentiality of your personal information is fundamental to the way Hunt Realty Pty Ltd does business.

Our agency collects information from clients for the purpose of providing service and marketing. Our policy is divided into sections that are dependent on services offered to different client types. Please refer to the below applicable client type/s.

## **ALL CLIENTS**

Personal information supplied may be used for the purpose of providing service and marketing. Personal information may be disclosed to a third party, for example a collection agency in the event of unpaid accounts or a law firm in the event of a dispute.

## **RESIDENTIAL SALES CLIENTS**

Vendors and Purchasers' personal information will be disclosed to the nominated Solicitors upon completion of a sales contract. Information may also be supplied to Valuers, Building, Pest or Pool Inspectors. Should the Contract be regarding an investment property, information may also be passed onto Property Management Department to assist investors.

## **RESIDENTIAL LESSORS**

Lessors' personal information may be supplied to Maintenance Contractors, Insurers, Primary and Secondary Real Estate Agents, Valuers and Body Corporate.

## **TENANTS & RESIDENTIAL TENANCY APPLICANTS**

Our agency collects personal information from an applicant to assess an application for a residential tenancy. Where applicable we will collect information regarding an application from previous Lessors, Letting Agents, Employer(s), nominated personal references and nominated personal representatives. Checks will be conducted to verify if an Applicant's details default on a subscribed tenancy database or collection agency. Our agency may disclose personal information to the associated Lessor. If an Applicant is successful we may be required to disclose personal details to service providers relevant to the tenancy relationship including; Maintenance Contractors, Lessor's Insurers, Primary and Secondary Real Estate Agents, Valuers, Body Corporate and to authorities as required by law. Office policy states that personal information must be disclosed to third party collection agency Barclays MIS for tenancy arrears. Personal information may also be disclose to service providers after the end date of a tenancy agreement where required such as; subscribed databases (e.g. TICA), collection agencies and Secondary Agents. If an Applicant is unsuccessful we will preserve personal information provided for a fortnight (approximately) before destroying, unless advised otherwise. Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf.

*As per Page 3 of the Application for Tenancy an Applicant acknowledges that he/she is aware of this statement.*

## **CONTRACTORS**

Contractors' personal information may be supplied to Property Owners, Tenants and Body Corporate for the purpose of arranging and carrying out maintenance, quote/s or services at a property.



# Privacy Policy of Hunt Realty Pty Ltd

## DATA QUALITY

Hunt Realty endeavours to ensure that all data collected is accurate and well maintained. All computer information is password protected and hard copy files are securely filed within the office.

## ACCESS AND CORRECTION

All clients may access personal information that has been collected, if required and upon request. To access personal information contact our agency on the contact details provided at the bottom of this Privacy Policy statement. Hunt Realty Pty Ltd endeavours to ensure that any amendments to information is actioned in a timely and efficient manner. A client will be asked to verify identity prior to personal information being disclosed. This ensures that information is only provided to the correct person and that the privacy of other is not undermined. All requests for information will be dealt with in a confidential manner. A client can opt out of direct marketing provided by our agency at any time. To do so a written request must be submitted to Hunt Realty Pty Ltd.

## ANONYMITY

Due to the intellectual property and said purposes of collecting personal information, a client cannot be anonymous in their dealing with Hunt Realty Pty Ltd. If a client requests to remain anonymous in relation to services, services cannot be provided.

## COMPLAINTS

Hunt Realty Pty Ltd aims to ensure that we treat all personal information with respect and care. However, should a client believe that there has been a breach of the APPs, we would appreciate the opportunity to remedy the problem. As per the Hunt Realty Consumer Complain and Dispute Resolution Statement and Procedure all complaints must be submitted in writing to Hunt Realty Pty Ltd.

## CHANGES TO HUNT REALTY PTY LTD PRIVACY POLICY

From time to time it may be necessary for Hunt Realty Pty Ltd to revise our Privacy Policy. We reserve the right to change our policy at any time without prior notice. Please visit [huntrealty.com.au](http://huntrealty.com.au) or the office for a current copy of our Privacy Policy.

## PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the *Information Privacy Act 1988*, I authorise Hunt Realty Pty Ltd to supply information to and obtain information from applicable third parties where required. I understand that information listed on an application form will be used to assess the application. I authorise Hunt Realty Pty Ltd to disclose personal information to the Landlord, subscribed databases and any relevant parties listed in the Privacy Disclosure Statement even if outside of Australia. I declare that all information provided is both accurate, current and supplied on my own free will. I acknowledge that all clients are given the opportunity to read the Privacy Disclosure Statement of Hunt Realty Pty Ltd.

Please direct all enquiries or complaints regarding privacy to:

**Hunt Realty Pty Ltd**

**Post: PO Box 776, Bungalow QLD 4870**

**In Person: 1/12-14 Lake Street, Cairns City QLD 4870**

**Email: [info@huntrealty.com.au](mailto:info@huntrealty.com.au)**

**Phone: (07) 4031 7579**