





# Tenancy Application Form

<b>Agent for Lessor: First National Wynnum Manly – 3/188 Stratton Terrace, Manly Qld 4179</b>		
Applicant's Full Name:		
Property Applying For:		
Rent: \$	Bond: \$	Lease Commencement Date:
Lease Term:		

**ALL ADULTS INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE AN APPLICATION.  
ALL APPLICANTS MUST SUPPLY THE ADDITIONAL INFORMATION ON THE ATTACHED SHEET IN ADDITION TO THIS COMPLETED FORM.**

## FREE UTILITY CONNECTION SERVICE

	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.
	
<input checked="" type="checkbox"/> <b>Yes, Please Contact Me</b>	
<input type="checkbox"/> Interpreter required	
<input type="checkbox"/> OR Tick here to opt out	
	
☎ 1300 854 478    ✉ enquiry@myconnect.com.au    🌐 myconnect.com.au	

## PRIVACY STATEMENT – PRIVACY DISCLOSURE STATEMENT OF FIRST NATIONAL WYNNUM MANLY

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which your application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our Privacy Officers (see contact details below). If you do not complete this form or do not sign the consent below then your application for a residential tenancy will not be considered by the owner of the relevant property.

## CONSENT AND DECLARATION

I, the Applicant acknowledge that I have read the Privacy Statement of First National Wynnum Manly. I authorise First National Wynnum Manly to collect information about me from:

1. My current and/or previous letting agents and/or landlords; and
2. My personal referees; and
3. My current and/or previous employer; and

4. Any Tenancy Default Database which may contain personal information about me. I also authorise First National Wynnum Manly to disclose details about any defaults to me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA – 1902 220 346).

I, authorise First National Wynnum Manly to disclose personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

I, declare that the information contained in this Application Form is true and correct and that I have supplied it of my own freewill AND I hereby authorise you the letting agent, to conduct any enquiries and/or searches including any tenancy information databases in order to verify the enclosed information.

I, acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the Lessor or Agent.

I, acknowledge and agree that should my application not be successful that the Agent (First National Wynnum Manly) WILL NOT advise me of the reason my application has been declined. This is standard office policy.

I, the applicant declare that I am not bankrupt and that the rental is within our means.

**I, acknowledge and agree that if my application is successful I will be required to pay an amount equal to two (2) weeks rent to secure the property, which once paid is non-refundable should I not proceed with the tenancy.**

**I, also acknowledged and agree that prior to collecting keys and moving into the property I will be required to pay an additional amount equal to four weeks rent and sign all necessary paperwork.**

Signature:	Date:
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# Tenancy Application Form

## PERSONAL DETAILS

Applicant's Full Name:			
Email:			
Home:	Mobile:	Work:	
DOB:	Drivers License No:	State:	
Passport No. & Country:			

## APPLICANT HISTORY

<b>CURRENT ADDRESS:</b>	
How long have you been at this address?	Weekly Rent:
Name of Lessor/Agent:	
Email of Lessor/Agent:	
Address of Lessor/Agent:	Phone:
Reason for Leaving:	Fax:
<b>PREVIOUS ADDRESS:</b>	
How long did you live at this address?	Weekly Rent:
Name of Lessor/Agent:	
Email of Lessor/Agent:	
Address of Lessor/Agent:	Phone:
Reason for Leaving:	Fax:
Was the bond refunded in full? Yes No   If no, why not?	

## EMPLOYMENT HISTORY

<b>CURRENT EMPLOYMENT DETAILS</b>	
Occupation:	Employer:
Employer's address:	
Contact Name & Email/Phone Number:	
Length of Employment:	Net Weekly Salary/Income:
<b>SELF EMPLOYMENT DETAILS</b>	
Company Name:	Business Type:
Business Address:	
Accountant / Major Client (who can confirm income):	
Phone/Email:	Net Income:

## OTHER INFORMATION

Emergency Contact/s (not residing at property):			
Relationship:			
Address:			
Home:	Mobile:	Work:	
Pets (Breed/Type):			Number:
How many people will normally occupy the property? (Please provide full names/ages of all occupants).			
1.	Age:	2.	Age:
3.	Age:	4.	Age:
5.	Age:	6.	Age:

## Identification Required to be Supplied with Tenancy Application

### ESSENTIAL IDENTIFICATION ITEMS

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The following must be supplied with your application:

PHOTO IDENTIFICATION: Please supply at least one (1) of the following:

- Current Drivers License – with photo; or
- Passport; or
- 18+ Card; or
- Any other photo ID that required information to be checked by an official government body such as airport clearance, security clearance, gun license etc

PROOF OF INCOME: Please supply one (1) of the following:

- Recent pay slip; or
- Bank statement showing wages payment; or
- Letter from employer outlining current wage rate; or
- Statement from Centrelink

ACCOUNT FOR SERVICE AT YOUR CURRENT ADDRESS: Please supply one (1) of the following:

(Must show current residential address)

- Phone account; or
- Electricity; or
- Gas account; or
- Other service such as Foxtel or internet

### ADDITIONAL ITEMS

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Please supply two (2) of the following:

- Items listed above not already supplied
- Previous tenancy documents such as General Tenancy Agreement or RTA bond lodgement/refund
- Medicare Card
- Qld Government Health Care Card
- Motor vehicle registration papers
- Copy of EFTPOS card – **PLEASE DO NOT SUPPLY A COPY OF YOUR CREDIT CARD**
- Recent letter from any of the following (must show current residential address):
  - o Superannuation fund
  - o Private health fund
  - o Education facility (such as university or TAFE)
  - o RACQ membership card/letter (or similar)

### IF YOU HAVE OWNED YOUR OWN HOME

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If your current or previous address is your own home, please supply the following:

PROOF OF OWNERSHIP: Please supply one (1) of the following:

- Local Council Rates notice; or
- Contract of Sale (if applicable); or
- Copy of Management Agreement or rental statement (if applicable)

Other items that will assist with your application:

- Brochure or advertising (either print or internet) for the property (if applicable)
- Reference from Selling Agent (if sold) or Property Manager (if rented) – written or verbal