

TENANCY APPLICATION INFORMATION

Our office is open Monday to Friday from 9.00am – 5.00pm and located at 191 Musgrave Rd, Red Hill. Please contact our Property Management division if you have any further questions with regards to your application on (07) 3367 1000.

Please have photo identification and other supporting documents with you to be photocopied by our staff. Please note that we require a signed, fully completed application form together with 100 points of identification, one of which must be photographic id and two rental receipts (if you have rented previously).

Identification Points - please supply one of each -

- Photo Identification (18+ Card, Drivers Licence, University or Tafe card, Passport)
- Other Identification (Medicare Card, Bank card, Pensioner card)
- Proof of Current Address (Phone Bill, Electricity Account, Tenancy Agreement)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Bank Statement)
- Proof of Income (Wage Slip, Bank Statements, Employee Letter, Centrelink Letter)

All applications are checked against TICA (Tenancy Information Centre Australasia) regarding any rental defaults. This information could affect your application.

Your completed application will be processed within 24 – 48 hrs upon receipt.

Appointment for Signing Tenancy Agreement

Upon approval of your tenancy application, we require the 1st weeks rent within 24hrs of your application being approved. We will arrange an appointment time with you to sign the tenancy agreement and go over the essential terms and conditions with the Property Manager. All applicants will need to be present at this appointment.

Upon signing the agreement, the rental bond and the first two weeks rent will need to be paid. Keys will not be handed out prior to the start date of your lease unless by prior arrangement. The condition report must be completed by you and returned to our office within 3 days of occupying the property.

Rent Payment

The first two weeks rent must be paid by bank cheque at the tenancy agreement signing appointment. All future payments are to be made by Direct Debit authority. The necessary paperwork for this authority will be provided to you for completion at the agreement signing appointment.

Please ensure you bring your banking details (BSB, Account number, Account name) to the signing appointment

Rental Bond

We do not accept rental bond transfers. The bond must be paid in full by **BANK CHEQUE** at the time the tenancy agreement is signed.

<p>How Did You Find Out About This Property?</p>	<input type="checkbox"/> Courier Mail <input type="checkbox"/> Realestate.com.au <input type="checkbox"/> Brochure <input type="checkbox"/> Referral <input type="checkbox"/> Other			
<p>Rental Property</p>	<p>Address</p>			
<p>Rent Payable</p>	\$	<p>Per week/fortnight /month</p>	<p>Bond Payable (=4wks rent)</p>	\$
<p>Tenancy Requirements</p>	<p>Commencement Date</p>		<p>Length of Tenancy (6 or 12 months)</p>	
<p>Tenant Names</p>	<p>Applicant 1</p>			
	<p>Applicant 2</p>			
<p>Approved Occupants (being persons under 18 years of age)</p>			<p>Pets? YES/NO</p>	
<p>Name</p>	<p>Age</p>	<p>Name</p>	<p>Type</p>	
<p>ACKNOWLEDGEMENT BY APPLICANTS</p>				
<p>1. I declare that the information provided in this application is true and correct and I have supplied it of my own free will AND hereby authorise the letting agent to conduct any enquiries, and/or searches, including tenancy information databases in order to verify the above information.</p>				
<p>2. I acknowledge that any false information provided in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.</p>				
<p>3. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.</p>				
<p>4. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.</p>				
<p>I / We confirm that we have never been evicted by any Landlord / Agent</p>				
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I / We confirm that we are not in debt to any other Landlord / Agent</p>				
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I / We confirm that deductions have been made from our Rental Bond at our last address in the amount of:</p>				
			\$	Nil
<p>Applicant 1</p>			<p>Applicant 2</p>	

APPLICANT 1

Applicant's Full Name and Address	Name Current Address		
Personal Details	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$		Length of current tenancy?years.....months
	Agent/Landlord		[Phone]
	Why are you leaving?		
Applicant's Contact Details	[Home]		[Work]
	[Mobile]		[E-Mail]
Previous Address	Address		
	Rent \$		How long did you live there?years.....months
	Agent/Landlord		[Phone]
	Why did you leave?		
Employment	Current Employer		
	Your Position		Contact Name
	Length of employment time	Full/Part	[Phone]
Income Details	Net Weekly Salary (after tax)		If income is based on Austudy/Benefits please provide copies of relevant statements
Emergency Contact Details	Name		
	Address		
	Relationship		[Phone]
References (not relatives)	Name	Occupation	[Day Time Phone]

APPLICANT 2

Applicant's Full Name and Address	Name Current Address		
Personal Details	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$		Length of current tenancy?years.....months
	Agent/Landlord		[Phone]
	Why are you leaving?		
Applicant's Contact Details	[Home]		[Work]
	[Mobile]		[E-Mail]
Previous Address	Address		
	Rent \$		How long did you live there?years.....months
	Agent/Landlord		[Phone]
	Why did you leave?		
Employment	Current Employer		
	Your Position		Contact Name
	Length of employment time	Full/Part	[Phone]
Income Details	Net Weekly Salary (after tax)		If income is based on Austudy/Benefits please provide copies of relevant statements
Emergency Contact Details	Name		
	Address		
	Relationship		[Phone]
References (not relatives)	Name	Occupation	[Day Time Phone]

APPLICANT 3

Applicant's Full Name and Address	Name Current Address		
Personal Details	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$		Length of current tenancy?years.....months
	Agent/Landlord		[Phone]
	Why are you leaving?		
Applicant's Contact Details	[Home]		[Work]
	[Mobile]		[E-Mail]
Previous Address	Address		
	Rent \$		How long did you live there?years.....months
	Agent/Landlord		[Phone]
	Why did you leave?		
Employment	Current Employer		
	Your Position		Contact Name
	Length of employment time	Full/Part	[Phone]
Income Details	Net Weekly Salary (after tax)		If income is based on Austudy/Benefits please provide copies of relevant statements
Emergency Contact Details	Name		
	Address		
	Relationship		[Phone]
References (not relatives)	Name	Occupation	[Day Time Phone]

APPLICANT 4

Applicant's Full Name and Address	Name Current Address		
Personal Details	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$		Length of current tenancy?years.....months
	Agent/Landlord		[Phone]
	Why are you leaving?		
Applicant's Contact Details	[Home]		[Work]
	[Mobile]		[E-Mail]
Previous Address	Address		
	Rent \$		How long did you live there?years.....months
	Agent/Landlord		[Phone]
	Why did you leave?		
Employment	Current Employer		
	Your Position		Contact Name
	Length of employment time	Full/Part	[Phone]
Income Details	Net Weekly Salary (after tax)		If income is based on Austudy/Benefits please provide copies of relevant statements
Emergency Contact Details	Name		
	Address		
	Relationship		[Phone]
References (not relatives)	Name	Occupation	[Day Time Phone]

PRIVACY ACT 1988 – COLLECTION NOTICE

Sissons Estate Agents is committed to compliance with the provisions of the Privacy Act 1988 as set out in the Company Privacy Statement. Information collected on this document has been done for the purpose of letting and managing the property listed. The information may also be used as directed by the client from time to time to instruct other parties on behalf of the client including but not limited to sales agents, valuers, insurance agents or financiers. In performing these duties, **Sissons Estate Agents** may disclose information to other parties including media organizations, potential customers or clients of the Agent as well as trades people, bodies corporate, government and statutory bodies, and other Third parties as required by law. **Sissons Estate Agents** will only disclose information in this way to other parties as required to perform their duties under this agreement, and to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like at any time to access this information, you can do so by contacting Sissons Estate. You will also have the opportunity to correct this information if it is inaccurate, incomplete or out of date.

PRIVACY ACT 1988 – Consent (We require consent to the following before we are able to process your application)

<input checked="" type="checkbox"/>	I agree to allow Sissons Estate Agents or the landlord's legal representative to use our personal information for the purpose of preparing the lease / tenancy agreement. I agree to allow Sissons Estate Agents to provide my personal details to trades people or other necessary third party organizations for the purpose of contacting me to conduct maintenance on the property.	<input checked="" type="checkbox"/>	Whilst Sissons Estate Agents will make every endeavour to ensure this information is kept accurate at all times, the removal of such information from any commercial database is subject to the conditions of operation of the database company.
<input checked="" type="checkbox"/>	I acknowledge that my personal information may be passed onto Collection agents or lawyers in instances where default enforcement action is required.		<ul style="list-style-type: none"> • TICA DEFAULT TENANCY CONTROL PTY LTD PHONE: 1902 220 346 • BARKLAY FINANCIAL SERVICES PHONE: 07 3390 6600 • NATIONAL TENANCY DATABASE PHONE: 03 9416 2366 • SISSONS ESTATE AGENTS TENANCY HISTORY DATABASE
<input checked="" type="checkbox"/>	I acknowledge that Sissons Estate Agents may have to provide my personal information to banks in order to provide us with the services necessary for renting and residing in a property (e.g. for payment of rent).		
<input checked="" type="checkbox"/>	I understand that when I submit this application for tenancy, consent is given to Sissons Estate Agents to contact any of my referee's employers, previous agents or landlords, and that they will provide personal information which will be used in processing my application.	<input checked="" type="checkbox"/>	I understand that the database companies allow their members to access information accumulated from the members about tenants who have previously breached their tenancy agreement.
	TENANCY DATABASES		I understand and acknowledge that a listing with one of the above tenancy database companies could have an adverse effect on my ability to obtain future rental accommodation.
<input checked="" type="checkbox"/>	I have been made aware (in accordance with the National privacy principles of the Privacy Act 1988) that Sissons Estate Agents may access a tenancy database in the processing of my application for tenancy.	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	I have also been informed that I am entitled to know what happens to this information when it is passed onto Sissons Estate Agents.	<input checked="" type="checkbox"/>	I understand and acknowledge that I am free to contact each or any of the listed tenancy databases to verify information held on me.
<input checked="" type="checkbox"/>	I, the said applicant, acknowledge and give consent for Sissons Estate Agents to pass our information to the following database companies in the event of a default occurring under the tenancy agreement and in accordance with any other government legislation, and to lodge details of that breach.	<input checked="" type="checkbox"/>	I understand that details recorded on this application will be held by Sissons Estate Agents and may be used for marketing purposes.

Applicants to please sign this form:

Name.....Signature.....Date.....

Name.....Signature.....Date.....



Sissons Estate Agents
 191 Musgrave Road,
 Red Hill, Queensland 4059
 Ph: 07 3367 1000 Fax: 07 3367
 1370
 Email:
 propertymanager@sisson.com.au



FREE UTILITY CONNECTION SERVICE

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



FREE service



One Stop Shop



No obligation



Quality suppliers

**Yes, please call me to arrange the following services
FREE of charge:**

- Electricity Gas Telephone Internet
 Pay TV Water

N.B. To ensure your electricity connection occurs,
 the electricity Mains Switch must be in the "OFF" position. (May Not apply in QLD)

Name: _____

Address of property to connect: _____

Contact number: _____

Connection Date: _____

Drivers Licence or Passport number: _____

Applicants signature: _____ Date: _____

Property Manager name: Pauline Bradley _____

Terms and conditions:

By ticking the boxes above, you are consenting to allow On The Move to contact you to arrange your service connection. On The Move may need to disclose personal information about you to Utility providers to arrange your service. On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply. Please contact On The Move if you have not had a response within 24 hours.



PLEASE FAX TO 1300 661 160

