



# Petrie Real Estate

*Your "Local" Agent*

## NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

**Before any application will be considered, each applicant must achieve a minimum of 100 check points. Please ensure that you have one item from each group.**

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### SECTION ONE

DRIVERS LICENSE	#40 points
PASSPORT	# 40 points
18 + CARD, STUDENT ID, MILITARY PHOTO ID	# 20 Points
COPY OF BIRTH CERTIFICATE	#20 Points

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### SECTION TWO

CURRENT PAY SLIP / CENTRE LINK STATEMENT	# 30 Points
(IF SELF EMPLOYED) PREVIOUS TAX RETURN OR BAS	# 30 Points

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### SECTION THREE

PREVIOUS <b><u>REAL ESTATE AGENT WRITTEN</u></b> REFERENCE	#20 Points
LEDGER FROM CURRENT OR PREVIOUS TENANCY	# 20 Points
RATES NOTICES FROM LOCAL COUNCIL	# 20 Points

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### SECTION FOUR

MEDICARE CARD, PENSION / HEALTH CARE CARD	# 10 Points (each)
ACCOUNTS FOR: PHONE, ELECTRICITY, GAS, MOBILE PHONE	# 10 points (each)
BANK STATEMENT, CREDIT CARD STATEMENT, LOAN STATEMENT	# 10 points (each)

**TOTAL:**

**All tenancy applicants are referred to TICA for a tenancy check**

**No application will be accepted until the 100 points has been provided and pages 5 and 6 have been signed**

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application.

A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. **To review our agency privacy policy, please contact our office to request a copy.**

**By signing this form, I have read and understood clearly all of the information outlined above.**

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<b>Name of Applicant</b>	
<hr/>	
<b>Signature</b>	<b>Date</b>
<hr/>	<hr/>

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**Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within two business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this Application;**

**Contact by our Agency may be made via phone, text or email.**

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### **Information about your application and tenancy databases**

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

#### **What this means for you**

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases:

***Tenancy Information Centre Australia (TICA)***

#### **What if I am listed?**

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

#### **Where can I get further information?**

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

RESIDENTIAL TENANCY APPLICATION

**Please note: THE BOND OF 4 WEEKS** is required in the form of cash, direct debit or bank cheque once the application has been accepted and confirmed. This must be payable within 24 hours of approval. Applications are normally processed within 48 business hours.

Proposed Property:		
Rent Amount Each Week:		
When would you like to move in: <b>(please supply approx date)</b>		
Lease Term:		
How will the Bond be paid:		
Number of intended occupants:		
Full Name:	D.O.B	
Maiden Name (if applicable):		
Mobile:	Phone Home:	Phone Work:
Email address:		
Current Address:	Rent Paid: \$	
Period of Occupancy	Current Lessor / Agent	
Current Owner/Agents / Other Address:	Phone:	
	Email:	
Reason for Leaving		

Previous Address:		Rent Paid: \$
		Phone:
Period of Occupancy:	Previous Lessor / Agent:	
Previous Lessor / Agent: Address:		
		Phone:
		Email:
Reason For Leaving:		
Was Bond Refunded in Full: YES / NO	If not, why not	

### Employment

Current Employer:		Phone:
		Email:
Current Occupation:		
Address:		
How Long:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
		Net Salary:\$
Previous Employer if less than 6 months		Phone:
		Email:
Address:		

### Business References (if you own your own business)

Name:	Business Name:	
Address:		Phone:
Name:	Business Name:	
Address		Phone:

## If Student

Name of College, TAFE, University:	
Austudy: YES / NO	How Much:\$
Faculty / Course	
Student ID Number	

Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De Facto			
Number of Children:			
Names & Date of birth: 1.	2.	3.	4.
Smoker: YES / NO			
Car Make: Model	Year Car Rego		State
Is car financed YES / NO	Who with	Driver's License #	State
Passport #	Country	18+ Card	

## Personal References

Name:		Ph (H):
Address:		Ph (W):
Relationship:	Know Since:	Mobile:
Name:		Ph (H):
Address:		Ph (W):
Relationship:	Know Since:	Mobile:

## Next of Kin

Name	Phone (H):
Address:	Relationship:      Phone (W):

## If under 18 Parent / Guardian

Name:	
Address:	Phone:

a) Have you ever been evicted by any Landlord or Agent? YES / NO

**If yes give details** \_\_\_\_\_

b) Have you been refused another property by any Landlord or Agent YES / NO

**If yes give details** \_\_\_\_\_

c) Are you in debt to another Landlord or Agent YES / NO

**If yes give details** \_\_\_\_\_

d) Is there any reason known to you that would affect your rental payment YES / NO

**If yes give details** \_\_\_\_\_

e) Were any deductions made from your rental bond at your last address YES / NO

**If yes give details** \_\_\_\_\_

<ol style="list-style-type: none"> <li>1. During my inspection of this property I found it to be satisfactory condition YES/ NO</li> <li>2. If "NO" I request the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Lessor's Approval (a) (b)</li> <li>3. I acknowledge that this is an application to rent this property and that my application is subject to the Lessor's approval and understand that there is no legal obligation for a reason to be given, should this application not be accepted</li> <li>4. I declare that the information is true and correct, I consent to this application being verified and reference check/s with Tenancy Default Data Base being undertaken.</li> </ol>
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I / We, the applicant(s) do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of our own free will.

**I / We further Authorise you, as the letting agent,** to contact and or conduct any inquires and/or searches with regard to the information and references supplied in this application.

**I / We,** do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

And

### PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act I authorise Petrie Real Estate Pty Ltd to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

I further consent to the agent disclosing all personal information that they may hold for the purposes

of 1) Listing my name with a Tenancy Database as a result of a tribunal order of multiple breach notices 2) Enforcing a Tribunal Order

3) Commencing recover action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my tenancy.

I have been informed and understand and agree that should this application for tenancy not be accepted, the agent is **NO REQUIRED** or obligated to disclose why or supply any reason for the rejection of this application.

Signed:..... Date:.....

(Applicants)

**PRIVACY DISCLOSURE STATEMENT OF  
PETRIE REAL ESTATE PTY LTD  
5/86 Beeville Road, Petrie Qld 4502**

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this 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 employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database on its website at [www.tica.com.au](http://www.tica.com.au). 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 this application relates. 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 officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**PRIVACY CONSENT**

I, the Application acknowledge that I have read the Privacy Notice of Petrie Real Estate Pty Ltd. I authorise Petrie Real Estate to collect information about me from:

- 1) My previous letting agents and / or Landlords
- 2) My current/ pervious employment details
- 3) My personal referees: and
- 4) Any Tenancy Default Database (including TICA and BARCLAY) which may contain personal information about me. I also authorise Petrie Real Estate to disclose details about any defaults by me under the tenancy to which this application related to any tenancy default database to which it subscribed including TICA

I authorise Petrie Real Estate Pty Ltd to disclose the personal information it collects about me to the owners of the property, even if the owner is resident outside Australia.

Signed:..... Date:.....  
(Applicants)



## Pet Application Form

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the Property. If more than one pet, a separate application form must be used.

**(Please attached a photo of your pet)**

Type of Pet (Example, Dog, Cat, Bird)

Breed of Pet

Name of Pet

Age of Pet

Is the pet de sexed? Yes / No

Council registration number of Pet

Name of Council where registered

Description of Pet

Photo provide with application? Yes / No

**Emergency Pet Carer** (In case of emergency)

Name

Address

Phone number Mobile Number

**Pet Referee** (Person who can provide a reference regarding the Pet)

Name

Phone Number Mobile Number

### Pet Acknowledgement

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

**Tenant Name**

**Tenant Signature**

**Date**

1		
2		
3		