

Tenancy Application

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Please Note: Complete this form with as much details as possible. One application per person is required.

NAME OF ALL APPLICANTS APPLYING FOR THIS PROPERTY

This Applicants Details	First Name(s)	Surname	Age
Applicant 2 or Dependant			
Applicant 3 or Dependant			
Applicant 4 or Dependant			

PROPERTY DETAILS

Apartment Number	Move in Date	Lease Period (6 or 12 months)	Rent per Week	Carpark (Y or N)

APPLICANT DETAILS

<i>First Name(s)</i>		<i>Surname</i>		<i>D.O.B</i>	
<i>Mobile Ph</i>		<i>Other Ph:</i>		<i>Smoker Y/N</i>	
<i>Email</i>					
<i>Pet(s)</i>	YES	NO	<i>Description of Pet(s)</i>		
<i>Current Address</i>				<i>Owned or rented</i>	
<i>Name of Agent</i>		<i>Agent Email</i>		<i>Agent Phone</i>	
<i>Reason for leaving</i>			<i>Period of tenancy</i>	<i>Rent per Week</i>	
<i>Previous Address</i>				<i>Owned or rented</i>	
<i>Name of Agent</i>		<i>Agent Email</i>		<i>Agent Phone</i>	
<i>Reason for moving</i>			<i>Period of tenancy</i>	<i>Rent per Week</i>	
<i>Emergency contact</i>		<i>Email</i>		<i>Phone</i>	
<i>Address</i>				<i>Relationship</i>	
<i>Personal Referee 1</i>		<i>Relationship</i>		<i>Phone</i>	
<i>Personal Referee 2</i>		<i>Relationship</i>		<i>Phone</i>	
<i>Personal Referee 3</i>		<i>Relationship</i>		<i>Phone</i>	

EMPLOYMENT DETAILS

Job 1 - Company				
Address				
Your Position		Period of Employment		Phone
HR Contact Name		Email		
Job 2 - Company				
Address				
Your Position		Period of Employment		Phone
HR Contact Name		Email		

STUDY DETAILS

University				
Course				
Start date		Finish date		Full or Part Time

INCOME

Job 1	Income	\$	Per	
Job 2	Income	\$	Per	
Centrelink	Income	\$	Per	
Family Support	Income	\$	Per	
Scholarships	Income	\$	Per	
Other	Income	\$	Per	
Other	Income	\$	Per	
Total Income		\$		Per Week
Total Savings		\$		

HOLDING DEPOSIT AND BOND

Are you able to pay your first 2 weeks rent deposit, and 4 weeks Rental bond now?	YES	NO	Have you, or will you be, applying for a Bond Loan for this property?	YES	NO
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SUPPORTING DOCUMENTS

Please attach the following					
1. Rental or ownership history	Rates Notice	or	Tenant Ledger	or	Rental Reference
2. Proof of current address	Electricity Account	or	Phone Account	or	Other Utility Account
3. Photo Identification (100 points)	Birth Certificate (70)		Passport (70)		Citizenship Cert (70)
	Drivers Licence (40)		Government issued ID (40)		Student Card (40)
	Credit Card (25)		Utility Bill (25)		Bank Statement (25)
4. Income	Employed		Self Employed		Not Employed
	Last two payslips		Accountant letter or Group Certificate		Proof of Gov. benefits
	Student		Proof of Gov. benefits, and/or Family Support, and/or Scholarships.		

DISCLOSURES, ACKNOWLEDGEMENTS & CONSENT

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 our Agency 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.

Acknowledgements by Applicant

(Please read the following carefully before initialling your acknowledgment)

Initial
Here

I declare the information provided on this application is true and correct.

I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.

I consent 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.

Pre-moving in costs are a total of the first 2 weeks rent plus an RTA Bond of 4 weeks rent.

I understand that Madison Heights is a cashless office, and that all rent is paid to this office by using the Rent Rewards Credit Card/Direct debit facility and I am aware of the costs for using this system of rent payment.

I declare that I have never been evicted by a Lessor or Agent.

I declare that I am not in debt with another Lessor or Agent.

I declare that there is no reason known that would affect my ability to pay rent when it is due.

I declare that I have never had a determination found against me in QCAT or any other tenancy tribunal.

Privacy Consent

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Madison Heights Management. I authorise Madison Heights Management 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 Madison Heights Management subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au. I authorise Madison Heights Management 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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Print Name		Signed		Date	
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