



# APPLICATION FOR TENANCY

**First National Mackay, Sarina & Nebo will endeavour to process all complete applications within 48 hours of receipt. Please note, we are unable to process incomplete applications.**



**Step 1.**

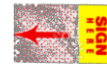
If you have not inspected the property, please contact your local office to arrange your inspection.



**Step 2.**

Complete the attached application form in full. Please ensure all sections have been completed and signed by ALL applicants. If you would like to apply for multiple properties, please list the properties in order of preference (please do not nominate more than 3 properties).

Signatures are required everywhere that you see this image



**Step 3.**

Attach COPIES of ID for ALL applicants. See the below table for what ID is required.



**Step 4.**

Wait for a member of our staff to contact you. Please note that you will receive updates on the status of your application via text and/or email.

## PROOF OF ID & INCOME

*Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification – copies must be provided and MUST BE LEGIBLE. Should you have difficulties providing this identification, please advise our office prior to completing the application.*

You must provide a copy of one item from each column. *One copy must include PHOTO ID.*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Current Driver Licence | <input type="checkbox"/> Tenant Ledger or Lease     | <input type="checkbox"/> 2 Current Payslips      |
| <input type="checkbox"/> Current Passport       | <input type="checkbox"/> Rental Bond Receipt        | <input type="checkbox"/> Telephone Account*      |
| <input type="checkbox"/> Birth Certificate      | <input type="checkbox"/> Medicare Card              | <input type="checkbox"/> Bank Statement*         |
|   | <input type="checkbox"/> Pension Card               | <input type="checkbox"/> Account or Bill*        |
|   | <input type="checkbox"/> Motor Vehicle Registration | <input type="checkbox"/> 2 Current Rent Receipts |
|   | <input type="checkbox"/> 18+ Card                   | <input type="checkbox"/> Copy of Rates Notice    |

*\* Please note that any account provided must show your CURRENT RESIDENTIAL address.*



## **PRIVACY DISCLOSURE STATEMENT**

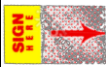
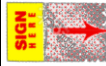
Our offices take the Federal Privacy Act and the Australian Privacy Principles (APP's) very seriously and complies with all requirements relevant. First National Real Estate Mackay, Sarina & Nebo protect your personal information and endeavours to keep it secure and safe. Personal details are collected from you for the purpose of our services (by agreement of the client/customer) and/or for the promotion of our offices. If any personal information held on file by First National Real Estate Mackay, Sarina & Nebo is out of date and or incorrect, please advise your local office via email to have the matter corrected. For information about any personal information held on file about you, and/or to access or correct personal information, please contact our office via the email address above. Identification measures may be undertaken to ensure the enquirer is the said person. Due to the intellectual property and said purposes of collecting the information from a person, a person cannot be anonymous in their dealing with our offices. If you wish to be anonymous in your dealings with our offices in relation to our services, then our services cannot be provided. Any person can opt out at any time to any marketing provided by First National Real Estate Mackay, Sarina & Nebo. Simply unsubscribe/opt out as directed in the marketing email and/or simply email [admin@fnrealty.com.au](mailto:admin@fnrealty.com.au) to unsubscribe.

Personal information is primarily collected to assess your application for residential tenancy. We may need to collect information about you from your previous landlords/agent, current employer and personal references etc. We will also check for information about you held with any Tenancy Default Database. We use the database operated by TICA default Tenancy Control Pty Ltd. You can find more information on this database on its website at – [www.tica.com.au](http://www.tica.com.au) By signing this page you are consenting to us collecting this information.

We may disclose personal information about you to the Landlord of the property which you have applied for. 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 insurer/s. We may also send personal information about you to the Landlord of any other properties at your request. If you do not complete this form or do not sign below, then your application for a tenancy may not be considered by the Landlord of the relevant property or if considered, may be rejected.

I/we the Applicant/s, acknowledge that I/we have read First National Real Estate Mackay, Sarina & Nebo's Privacy Policy. I authorise First National Real Estate Mackay, Sarina & Nebo to collect information about me from, but not limited to – past or current letting agent, past or current landlord, personal referees, any Tenancy Default Database (including TICA). I also authorise First National Real Estate Mackay, Sarina & Nebo to disclose details about any defaults by me under the tenancy to which this application relates to, to any Tenancy Default Database to which it subscribes, including TICA.

I authorise First National Real Estate Mackay, Sarina & Nebo to disclose personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia. I also authorise First National Real Estate Mackay, Sarina & Nebo to refer my details to a third party to assist with any home loan application, insurance services and/or to arrange connection or transfer of utility services or phone services etc.

<b>ACKNOWLEDGEMENT AND CONSENT BY APPLICANT</b>		
<b>Applicant 1. Name</b>	<b>Applicant 1. Signature</b>	<b>Applicant 1. Date</b>
		___/___/___
<b>Applicant 2. Name</b>	<b>Applicant 2. Signature</b>	<b>Applicant 2. Date</b>
		___/___/___



## TERMS AND CONDITIONS

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

I understand that should my application be accepted, that the Agency (on behalf of the Lessor) will be 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.

I consent to the use of email and/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, initial the paragraph and insert the date.*

I understand that should my application be declined by the Lessor, that there is not a legal requirement for the Agency to disclose the reason/s 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 our 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.

I understand that I will be required to pay a full bond (equivalent to 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).

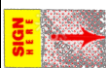
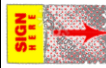
I provide consent for the Agency as part of application process to contact all necessary people (such as referees, other agents, tenancy databases etc) to verify the provided information and understand that all relevant Federal Privacy Act requirements will be adhered to by the Agency).

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required, to other third parties which include, but are not limited to tradespeople/contractors, salespeople, body corporate, tenancy databases and other relevant parties in compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information. The agreement should it commence, is a contract between the Lessor and the tenant/s; 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 within 24 hours, 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.

I understand that I/we may be required to pay for the telephone line connection to the property.

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

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT		
Applicant 1. Name	Applicant 1. Signature	Applicant 1. Date
		___/___/___
Applicant 2. Name	Applicant 2. Signature	Applicant 2. Date
		___/___/___



**PROPERTY YOU ARE APPLYING FOR**

<b>Property I would like to apply for:</b>	
<b>When do you want the tenancy to start:</b>	
<b>Term of Lease:</b>	<input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> _____
<b>Weekly Rent Amount:</b>	\$ _____
<b>Have you inspected the Property?</b>	<input type="checkbox"/> Yes on ___/___/___ <input type="checkbox"/> NO

**APPLICANT 1**

<b>Full Name of Applicant:</b>		<b>D.O.B:</b>	___/___/___
<b>Email Address:</b>			
<b>Mobile Number:</b>		<b>Are you an Aust. Citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No*
<b>Driver License #:</b>		* If no, please provide details of your VISA/Residency Status. <input type="checkbox"/> Tick here if New Zealand citizen without VISA.	

<b>Current Address:</b>			
<b>Current Living arrangements:</b>	<input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Family <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other _____		
<b>Agent/Landlord Name:</b>		<b>Ph:</b>	
<b>Email:</b>		<b>Length of time at property:</b>	
<b>Reason for leaving:</b>			

<b>Previous Address:</b>			
<b>Previous Living Arrangements:</b>	<input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Family <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other _____		
<b>Agent/Landlord Name:</b>		<b>Ph:</b>	
<b>Email:</b>		<b>Length of time at property:</b>	
<b>Reason for leaving:</b>			

<b>Number of Occupants who will reside at the property:</b>	
<b>Number of Dependents to reside at property:</b>	



**Names & ages of Occupants/Dependents:**

1.

2.

3.

4.

5.

**Personal References**

*\* Your Personal Referee/s cannot be a relative, partner or co-applicant.*

**1. Name:**

**Ph:**

**Email:**

**2. Name:**

**Ph:**

**Email:**

**Next of Kin**

***\* Contact in case of emergency or extenuating circumstances – Cannot be co-applicant***

**Name:**

**Relationship to You:**

**Business Hours Ph:**

**Postal Address:**

**Employment/Income – Name of Employer:**

Part Time  Full Time  Contractor  Casual  Self Employed  Not Employed  Other \_\_\_\_\_

**Weekly Net Income:**

\$ \_\_\_\_\_

**Payroll Contact Name:**

**Business Hours Ph:**

**Email:**

**Length of Time at Current Employment:**

**If Self Employed - Name of Business:**

**Business Accountant:**

**Business Hours Ph:**

**Email:**



**PROPERTY YOU ARE APPLYING FOR**

<b>Property I would like to apply for:</b>	
<b>When do you want the tenancy to start:</b>	
<b>Term of Lease:</b>	<input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> _____
<b>Weekly Rent Amount:</b>	\$ _____
<b>Have you inspected the Property?</b>	<input type="checkbox"/> Yes on ___/___/___ <input type="checkbox"/> NO

**APPLICANT 2**

<b>Full Name of Applicant:</b>		<b>D.O.B:</b>	___/___/___
<b>Email Address:</b>			
<b>Mobile Number:</b>		<b>Are you an Aust. Citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No*
<b>Driver License #:</b>		* If no, please provide details of your VISA/Residency Status. <input type="checkbox"/> Tick here if New Zealand citizen without VISA.	

<b>Current Address:</b>			
<b>Current Living arrangements:</b>	<input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Family <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other _____		
<b>Agent/Landlord Name:</b>		<b>Ph:</b>	
<b>Email:</b>		<b>Length of time at property:</b>	
<b>Reason for leaving:</b>			

<b>Previous Address:</b>			
<b>Previous Living Arrangements:</b>	<input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Family <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other _____		
<b>Agent/Landlord Name:</b>		<b>Ph:</b>	
<b>Email:</b>		<b>Length of time at property:</b>	
<b>Reason for leaving:</b>			

<b>Number of Occupants who will reside at the property:</b>	
<b>Number of Dependents to reside at property:</b>	



**Names & ages of Occupants/Dependents:**

1.

2.

3.

4.

5.

**Personal References**

*\* Your Personal Referee/s cannot be a relative, partner or co-applicant.*

**1. Name:**

**Ph:**

**Email:**

**2. Name:**

**Ph:**

**Email:**

**Next of Kin**

***\* Contact in case of emergency or extenuating circumstances – Cannot be co-applicant***

**Name:**

**Relationship to You:**

**Business Hours Ph:**

**Postal Address:**

**Employment/Income – Name of Employer:**

Part Time  Full Time  Contractor  Casual  Self Employed  Not Employed  Other \_\_\_\_\_

**Weekly Net Income:**

\$ \_\_\_\_\_

**Payroll Contact Name:**

**Business Hours Ph:**

**Email:**

**Length of Time at Current Employment:**

**If Self Employed - Name of Business:**

**Business Accountant:**

**Business Hours Ph:**

**Email:**



**GET CONNECTED**



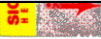

**My Moving Details**

Moving/Connection Date: \_\_\_\_\_

My Required Services:

- Gas                       Home Phone       Internet
- Pay TV                       Insurance               Cleaning               HireTruck / Van

I agree to the [terms & conditions](https://www.directconnect.com.au/terms-conditions/) (click hyperlink or go to [directconnect.com.au](https://www.directconnect.com.au/terms-conditions/) to view terms)

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT		
Applicant 1. Name	Applicant 1. Signature	Applicant 1. Date
		___/___/___
Applicant 2. Name	Applicant 2. Signature	Applicant 2. Date
		___/___/___





**Fees for Methods of Rent Payment – See Item 9 of the G.T.A**

**DEFT**

Tenant Pricing Schedule as at 29<sup>th</sup> August 2017



Payment Type	Membership Fee	Transaction Fee Billed per transaction each month	
Direct Debit	Nil	\$0.85 per Transaction	
Credit Card	Nil	Visa	1.50%
American Express	3.30%	Mastercard	1.50%
Diners Card	3.77%		

**Additional Fees – Dishonour on Direct Debit Rent Payment - \$25.00 – 14 Days After Event**



**AUSTRALIA POST MONEY ORDERS**

VALUE	FEE
Money Orders up to \$1,000	\$8.95
Money Orders over \$1,000 to \$5,000 (requires customer ID)	\$9.95

**CENTREPAY**

Centrepay does not charge you any fee to deduct the money from your payment. However, the organisation or persons to which we send your deduction is charged a fee. Centrepay can only be set up if you receive centrelink payments.



***DEFT, Money Order & Centrepay are the methods of payment that our office offers for rental payments as stated in Item 9 of the General Tenancy Agreement (Form 18a). First National Mackay, Sarina & Nebo have given you reasonable notice of these fees that incur with the accepted methods of payments.***

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT		
Applicant 1. Name	Applicant 1. Signature	Applicant 1. Date
		___/___/___
Applicant 2. Name	Applicant 2. Signature	Applicant 2. Date
		___/___/___



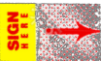
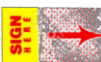
## PET APPLICATION FORM

This form is to be completed where the Lessor of the property has indicated that pets may be approved at the residence.

PET 1			
<b>Type of Pet:</b>			
<b>Breed of Pet:</b>		<b>Name of Pet:</b>	
<b>Age of Pet:</b>		<b>Is the Pet Desexed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Council Registration #:</b>		<b>Name of Council where Registered:</b>	
<b>Description of Pet (colour etc.):</b>			
<b>Photo provided?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name of Vet:</b>	
<b>Business Hours Ph:</b>		<b>Mobile Number:</b>	
<b>Pet Referee (Person who can provide a reference for Pet):</b>			
<b>Business Hours Ph:</b>		<b>Mobile Number:</b>	

### 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 at 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 understands and agrees that full flea fumigation must take place at the end of tenancy (and during tenancy if required); upon vacation of the property proof of the treatment must be provided.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT		
Applicant 1. Name	Applicant 1. Signature	Applicant 1. Date
		___/___/___
Applicant 2. Name	Applicant 2. Signature	Applicant 2. Date
		___/___/___



**PUBLIC ENQUIRY DEPARTMENT**

PO Box 120 CONCORND NSW 2137  
TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones.

ABN: 84 087 400 379

**TICA Privacy Disclosure Form**

This form provides information about how your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

**Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

**Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

**TICA Statement**

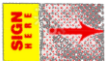
As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

**TICA Primary Purpose**

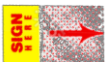
The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s-



Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Information about your Application and Tenancy Databases**

***(To be provided by the property manager / owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).***

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/agent, we are required by law to let you know which databases we use to check your rental history.

At First National Real Estate Mackay, Sarina & Nebo we use the following tenancy database:

- TICA – Default Tenancy Control Pty Ltd

**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.

**Notice of Tenancy Database Listing**

***(To be given to prospective tenants by the property manager / owner to comply with SS 458B, 459C of the Residential Tenancies and Rooming Accommodation Act 2008).***

You were previously advised that when First National Real Estate Mackay, Sarina & Nebo reviews a prospective tenant application for a property, we check the applicant’s rental history by using the following tenancy databases:

- TICA – Default Tenancy Control Pty Ltd

**If our search identifies you as being listed on the database, then you will be notified, and the below information will be provided.**

**Who listed me on the database?**

The information on the database was listed by *'Lister'* on (date of listing);

OR

There are no details contained in the tenancy database about the person who listed you.



### What can I do now?

- You can obtain a copy of the listing by contacting TICA – Default Tenancy Control Pty Ltd



190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)



P.O. Box 120 Concord NSW 2137

*Please note that you must put your request in writing. The database operator is required by law to give you the information within 14 days after the written request is made. The database operator is able to charge you a reasonable fee for providing the information to you.*

- a) You can also obtain a copy of the personal information recorded on the database from the person who originally listed you, being *'Lister'* on:

.....  
*Please note that you must put your request in writing. The lessor or lessor's agent who listed the personal information is required by law to give you the information within 14 days after the written request is made. The lessor or lessor's agent is able to charge you a reasonable fee for providing the information to you.*

### How can I have the listing removed or amended?

If you disagree with the information listed about your rental history and would like the information amended or removed you can talk to the listing person and try to reach an agreement. If that fails, you can:

- Lodge a *Dispute resolution request* (Form 16) with the Residential Tenancies Authority who can assist in attempting to negotiate an agreement about a listing, or
- Apply to the Queensland Civil and Administrative Tribunal for an order stating that a person must have the tenant's name or other personal information removed or make changes as appropriate.

*Please note that an application about a listing that contravenes section 459 of the Residential Tenancies and Rooming Accommodation Act 2008, must be lodged with the Tribunal within **six months** of the tenant becoming aware of the alleged breach.*

### Where can I get further information?

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