

Tenancy Application Form

Thank you for choosing Polley's Realty & Consulting. Important things you need to know about renting through our office:

1. Prior to moving in you will be required to pay a Bond which is equivalent to four (4) weeks rent + two (2) weeks rent.
2. Once approved the two (2) weeks rent and four (4) weeks bond is required within 48 hours to secure the property.
3. All applicants must attend a 1 hour tenant sign up appointment at the same time prior to being given the keys to the property.
4. Rent must be paid weekly, fortnightly or monthly.
5. Accepted Forms of Payment for Rent: SimpleRent is a third party company used to make payments via direct debit (incurs a fee of \$1.10 to set up plus \$1.25 per payment), credit card (Visa/MasterCard incurs a 1.98% surcharge, AMEX 4.4%, International card adds 1.1%). Alternatively you can pay by Australia Post Money Order or Bank Cheque or salary sacrifice. We do not accept cash.

(Total of 100 points required per application)

Accepted Forms of ID:

Form of ID	Example	Points
**Nationally recognized Photo ID (Compulsory)	Drivers Licence 18+ card Passport	40 points each
**Proof Of Income (Compulsory)	Most Recent Four weeks of pay slips Recent Centrelink Statements (must incl. Name/address ATO Statements (If self employed)	30 points
**Proof of Current address (Compulsory)	Phone/Gas/Electricity	10 points
**Proof of Government Housing (If Applicable)	Please provide letter of reference if your current or previous address was through Government Housing.	10 points
Other Photo ID	Employment / Club Membership / School ID cards	10 points
Birth Certificate		30 points
Mortgage statement		20 points
Past lease agreement		30 points
Rental Ledger		10 points
Bank Statement		10 points
Pension Card		10 points
Medicare card		10 points
Debt Card		10 points

**PLEASE NOTE:

- ☐ The date properties are listed as available may be subject to change without notice and Polleys Realty & Consulting will not be liable for any inconvenience or costs incurred by incoming tenants.
- ☐ A scanned digital version of documents collected for successful applications only will remain on file remain on file.
- ☐ Final application approval is at landlords discretion - no reason shall be given for unsuccessful applications, all unsuccessful applications will be shredded to maintain your privacy.

privacy

APPLICATION CHECKLIST

Before I submit this application, I have
Attached photocopies of documents to meet 100 points of identification Inspected
the property both internally & externally
Completed all details, in full, on the application form
Provided all contact details and documentation for confirmation of income

Read & signed the Privacy Disclosure Statement and Privacy Consent



Date Received: _____ Time Received: _____

Address of property: _____

Applicant Name: _____

Associated Applicant _____

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

ITEMS.	X	INITIALS	ITEMS		INITIALS
Drivers Licence/18 + Card (40 Points)			Mortgage Statement (20 Points)		
Passport (40 Points)			Bank Statement (10 Points)		
Other Photo ID (30 Points)			Utility Account (10 Points)		
Birth Certificate (30 Points)			Motor Vehicle Registration (10 Points)		
Proof Of Income (30 Points)			Pension Card (10 Points)		
Previous Tenancy Agreement (20 Points)			Other...		

PROGRESS CHECKSHEET

Item		Initial	Item		Initial
TICA Checked and attached			Applicant Notified		
Current Agent Lessor Checked			Current Agent Lessor Received		
Previous Agent Lessor Checked			Previous Agent Lessor Received		
Employment Confirmation Checked			Employment Confirmation Checked		
SMS Applicant Update #1			SMS Applicant Update #2		
App rec'd: Lessor Notified SMS or Email			App finalised: Lessor Notified SMS & Email		
SMS Applicant App Gone to Lessor for review					

BEFORE COMPLETING YOUR APPLICATION:

1. Everyone wishing to reside at the premises must fill in an application
2. Applicants to supply own photocopies of documentation totalling 100 points
3. **We cannot accept applications until complete with copies of your supporting documentation attached.**
4. Polley's Realty & Consulting staff will contact you within 48 business hours. If your application is approved, two (2) weeks rent and a bond equivalent to four (4) weeks rent must be paid within 48 hours of acceptance.
5. Should you decide you no longer wish to rent the property, this first money received is **NON-REFUNDABLE**.

PROPERTY AND LEASE DETAILS

Property address applying for: _____

Lease Start date: _____ Lease Term: _____ Rent _____ Bond _____

Number of adults: _____ Number of dependants: _____

Dependants Names and Dates of birth: _____

APPLICANTS DETAILS**APPLICANT 1.**

Full Legal name: _____ Have you been Know by any other name: _____

Date of Birth: _l_ / _ / _ Drivers Licence number: _____ State _____ Mobile Number _____

Home Number: _____ E-mail Address: _____

Occupation: _____ Current Address _____

EMERGENCY CONTACT DETAILS:

First Name: _____ Last Name: _____

Relationship: _____ Mobile Number: _____ E-mail: _____

Address: _____

APPLICATION HISTORY

Address: _____

Period of residence: _____ Agents Name: _____

Phone Number: _____ E-mail: _____

Reason for leaving: _____ Bond refunded in full _____

**Previous Address: _____

Period of residence: _____ Agents Name: _____

Phone Number: _____ E-mail: _____

Reason for leaving: _____ Bond refunded in full _____

EMPLOYMENT HISTORY

Occupation: _____ Business Name: _____

Phone number: _____ E-mail: _____ Length of Employment: _____

Contact Name: _____ Net income: _____

**Previous Employment Occupation: _____ Business Name: _____

Phone number: _____ E-mail: _____ Length of Employment: _____

Contact Name: _____ Net income: _____

IF RECEIVING CENTRELINK** Type _____ \$ _____



APPLICANT 2.

Full Legal name: _____ Have you been Know by any other name: _____

Date of Birth: _/___/___ Drivers Licence number: _____ State _____ Mobile Number _____

Home Number: _____ E-mail Address: _____

Occupation: _____ Current Address _____

EMERGENCY CONTACT DETAILS:

First Name: _____ Last Name: _____

Relationship: _____ Mobile Number: _____ E-mail: _____

Address: _____

APPLICATION HISTORY

Address: _____

Period of residence: _____ Agents Name: _____

Phone Number: _____ E-mail: _____

Reason for leaving: _____ Bond refunded in full _____

**Previous Address: _____

Period of residence: _____ Agents Name: _____

Phone Number: _____ E-mail: _____

Reason for leaving: _____ Bond refunded in full _____

EMPLOYMENT HISTORY

Occupation: _____ Business Name: _____

Phone number: _____ E-mail: _____ Length of Employment: _____

Contact Name: _____ Net income: _____

**Previous Employment Occupation: _____ Business Name: _____

Phone number: _____ E-mail: _____ Length of Employment: _____

Contact Name: _____ Net income: _____

IF RECEIVING CENTRELINK** Type _____ \$ _____

PAYMENT DETAILS FOR PROPERTY

Rent per week: \$ _____

First Week Payment: \$ _____ (EQUIVALENT TO TWO WEEKS RENT)

Bond: \$ _____ (EQUIVALENT TO FOUR WEEKS RENT)

Total: \$ _____

OTHER TENANCY DETAILS

Pets (if so type) _____ Number _____ Council Registration _____

Smoker: _____

Car Registration _____



PRIVACY DISCLOSURE STATEMENT OF POLLEY'S REALTY AND CONSULTING

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 employer and your referees. Your consent to us collecting information is set out below. We may disclose personal information about you to the owner of the property to which this 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 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 Applicant, acknowledge that I have read the Privacy Notice of Polley's Realty & Consulting. I authorise Polley's Realty & Consulting to collect information about me from:

1. My previous letting agents and/or landlords
2. My current and/or previous employer and/or tax accountant
3. My personal referees
4. Any Tenancy Default Database which may contain personal information about me.

I also authorise Polley's Realty & Consulting to disclose details about any defaults by 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), National Tenancy Database (NTD), Barclays MIS, Australian Business Register (ABR) and/or Trading Reference Australia (TRA). I also authorise Ray White Waterford to disclose my current contact details to the above databases should I have any outstanding debts or listings.

I authorise Polley's Realty & Consulting to disclose the 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, sales people, insurance companies, body corporate, other agents and tenancy default databases.

DECLARATION

During my inspection of the Property on / / I found it to be in a satisfactory condition. Yes No. If No, I request the following items be attended to prior to my tenancy, subject to the Owner's approval:

I declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct enquiries and/or searches with regard to the references supplied in this application. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Owner of the property for consideration. I understand that should this application not be accepted, Polley's Realty & Consulting is not required to disclose any reason for the rejection of this application. I understand that if this application is approved by the Owner:-

1. Upon approval, two (2) weeks rent and a bond equivalent to four (4) weeks rent MUST be paid within 48 hours of approval. This is NON-REFUNDABLE should I decide not to proceed.
2. I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online
3. I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit:

[] YES [] NO

4. I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%). Failed payments \$7.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

5. I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

6. I understand and agree that all copies of relevant documents provided with this application will remain on file.

Applicant 1 Name: _____ Signature: _____ Date: _____

Applicant 2 Name: _____ Signature: _____ Date: _____



TENANCY DATABASE SEARCH DECLARATION

To comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008

As the managing agency for the property you are applying on, we hereby advise that we are required by law to disclose to you the databases that are used by our agency to check your rental and tenancy history.

At Polley's Realty & Consulting, we formally advise that we utilise the following tenancy databases:

☐ TICA

If it is found that you are listed, we are required by law;

☐ To advise that you are listed on a tenancy database

☐ Provide you with the contact details of the database operator so you can find out information about your listing

You can obtain further information from:

☐ Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

☐ Queensland Civil and Administrative Tribunal qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders

Tenant declaration

I, _____ do hereby declare that I have read the above information and understand my rights in relation to these database laws. I further acknowledge that if I am listed on one or more of these databases that I must seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.

Tenant Name _____ signature _____ Date __/__/__

Tenant Name _____ signature _____ Date __/__/__

TENANCY DATABASE FACT SHEET

The information below is courtesy of Queensland Government website

Tenancy database

A tenancy database is a list where landlords/agents record personal information about tenants who previously have had problems with their tenancies.

☐ Your name may have been placed on a tenancy database at the end of a tenancy if:

o the amount of money owed by the tenant is more than the bond, including

o rent arrears if a Notice to remedy breach (Form 11) was given for this rent

o abandonment of a property

o money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order that has not been paid

☐ if the tenancy has been terminated by QCAT because of:

o repeated breaches of a conciliation agreement by the tenant

o objectionable behaviour by the tenant

A tenant cannot be listed on a tenancy database for any reasons apart from those listed above. The database helps landlords and agents decide if prospective tenants are likely to fall behind on rent or damage the property.

Am I listed on a tenancy database?

In each of the tenancy database websites, there is a 'Tenants' section that tells you how to find if you are listed.

☐ To find out if you or someone else is listed, contact:

☐ Tenancy Information Centre Australasia

☐ National Tenancy Database

Trading Reference Australia

You can write or call database companies to request information about whether and/or why you were listed. Beware that calls to database phone lines may be charged by the minute.

Removing your name

☐ Only tenants named on the tenancy agreement can be listed on a tenancy database. Current or proposed listings can be challenged by:

☐ contacting the landlord/agent who listed you to talk to them and try to reach an agreement about what you need to do to have your name removed from the database. Keep a copy of all correspondence in case of future disputes

☐ lodging a Dispute resolution request (Form 16) with the Residential Tenancies Authority Dispute Resolution Service to get help with negotiating an agreement about your proposed listing

applying directly to the Queensland Civil and Administrative Tribunal to make the person or agency remove your listing on the database, or alter the listing as appropriate (make sure you get any changes in writing).

A dispute about a listing on the grounds it does not meet the approved criteria must be initiated within 6 months of the tenant becoming aware of the listing.

More information

For more information about tenancy databases, contact the Residential Tenancies Authority on 1300 366 311.

