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## ***Important notice to tenants - You MUST read this information prior to completing your application form***

- ✓ All points of identification must be provided or your application will not be processed.
- ✓ All persons over the age of 18 wishing to reside at the property must submit an application.
- ✓ Applicants agree that the property has been inspected and accept the property in its present condition or please request Sight Unseen Agreement form.
- ✓ Upon acceptance of your application you will be required to pay a minimum of your first two weeks rent as a deposit. Personal cheques, cash or credit cards will not be accepted.
- ✓ The property will not be held for you until the application has been approved & the first two weeks rent has been paid in cleared funds.
- ✓ In most instances we are able to process your application within 48 hours and advise you by telephone, SMS or email of outcome if we are unable to contact all of your referees this process may take longer.
- ✓ This agency does not generally accept bond loans, please contact us for options.

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## **Identification & supporting documentation**

Our office will require you to provide a **minimum of 100 points** of ID for your application to be considered as per the list below. Connect Realty may photocopy any item as part of your application. At least 1 form of photo ID must be included:

### **50 points per item**

- Driver's License, Passport, 18+ Card, Copy of Birth Certificate

### **25 points per item**

- Copy of credit, bank card or statements, Phone/electricity/gas bill,
- Student ID card , Medicare card, rates notice, vehicle registration
- 4x rental receipts, tenancy agreement, bond receipt, tenant history ledger

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## **Proof of income**

Our office requires a **copy of any** of the following:

- Employed - Your last 2 pay slips
- Self Employed - Bank statements, Group certificate, Tax return or Accountants letter
- Not Employed - Centrelink statement

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***Please complete all pages & signatures then return to our office with supporting documents for your application to be processed to:***

**admin@connectrealty.com.au / PO Box 3009 Newstead QLD 4006**

## Inspection

Address:

Date Inspected:

## Property Details

Rent per week: \$

Lease term (e.g. 12 months):

Start date:

Number &amp; type of pets:

Names of all adults to occupy the property:

Names and ages of all children to occupy the property:

## Personal Details

Full Name:

Date of Birth:

Phone Number:

Email:

Phone Number 2:

Work Phone:

Drivers licence number:

Drivers licence state issued:

Passport number:

Passport country issued:

Residency Status:

 Australian Citizen  Australian Resident  Bridging Visa  Not permanent resident

## Current Address

Address of property:

Name of Agent/ Owner:

Agent/ Owner email:

Agent/ Owner phone:

Length of time at address:

Current lease expiry date:

Reason for moving:

Rent Paid per week: \$

## Previous Address

Address of property:

Name of Agent/ Owner:

Agent/ Owner phone:

Agent/ Owner email:

Length of time at address:

Current lease expiry date:

Reason for moving:

Rent Paid per week: \$

## Current Employment (if unemployed, fill out the applicable below)

Position:

Name of company:

Company contact:

Company contact phone:

Length of employment:

Annual income (gross, per annum):

Other income types:  
(if applicable) Student payment  Superannuation  Pension  
 Maintenance  Family Payments

Other annual income \$:

Other annual income \$:

## Connect Realty

## Previous Employment (if employment is less than 6 months)

Position:	Name of company:
Company contact:	Company contact phone:
Length of employment:	Annual income (gross, per annum):

## Self Employed

Registered business name:	ABN:
Position:	Work phone:
Income per week (gross):	Length of time in business:
Name of accountant:	Accountant phone number:

## Student

Length of course:	Start date:
Student number:	Course name:

## Vehicle information (if to be kept at premises)

Registration plate number:	Car make model:
Registration plate number:	Car make model:

## Next of kin/ emergency contact

Name:	Relationship:
Phone Number:	Email:

## References 1 (Please don't list relatives or other applicants)

Reference name:	Reference relationship:
Reference phone number:	Reference length known:

## Reference 2

Reference name:	Reference relationship:
Reference phone number:	Reference length known:

## Reference 3

Reference name:	Reference relationship:
Reference phone number:	Reference length known:

## Notes

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## Privacy

Connect Realty is 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 or previous employer and your referees.

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. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner'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.

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## Terms & Conditions

- I acknowledge that I have read the above Privacy Disclosure Statement. I authorise the Agent to collect information about me from; my Previous letting agents and/or landlords, my personal referees, and any tenancy default database which may contain personal information about me.
- I authorise Connect Realty 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).
- I authorise Connect Realty to refer my name and contact details to service providers for utility connection.
- I agree and accept should I become a successful tenant, Connect Realty are able to take and use any photos taken throughout the tenancy for marketing purposes.
- I agree that Connect Realty reserves the right to conduct for inspections prior to vacating in order to secure new tenants for the property, with the correct notice given to me.
- I agree to being contacted via phone, post, electronic and or SMS methods.
- I declare that I have inspected the premises, had someone inspect on my behalf, or are accepting by viewing photos or walkthrough video and am satisfied with the current condition and cleanliness of the property.
- I authorise the Connect Realty to disclose the personal information collected 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 Corporates, other agents and tenancy default databases.
- I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given on my own free will.

**I have read, agreed to, and understand all the detail outlined in this document.**

Tenant Name:

Date:

Signature:

**Connect Realty**