

# Tenancy Application – Helen Munro Property

100 points of ID are required for your application to be processed; here are the documents you can provide:

<b>Documents Accepted</b>	<b>Points/Document</b>
<input type="checkbox"/> Passport	40 points
<input type="checkbox"/> Birth certificate	40 points
<input type="checkbox"/> Driver's License / proof of age card	40 points – <b>COMPULSORY</b>
<input type="checkbox"/> Other form of photo identification	40 points
<input type="checkbox"/> 2 recent pay advices / proof of income	25 points – <b>COMPULSORY</b>
<input type="checkbox"/> 2 recent rent receipts	25 points
<input type="checkbox"/> Tenant ledger	25 points
<input type="checkbox"/> Car registration certificate	25 points
<input type="checkbox"/> Rates notice	25 points
<input type="checkbox"/> Utilities account	25 points

## **Submit your application**

In person: 252 - 254 Charters Towers Road, Hermit Park

Via fax: 07 4759 3993

Via email: [viewings@helenmunroproperty.com](mailto:viewings@helenmunroproperty.com)

**Questions?** Please call our office on: 07 4759 3900

## IMPORTANT INFORMATION YOU SHOULD KNOW

Please read this information carefully as it could affect the success of your application and ongoing tenancy.

## FREQUENTLY ASKED QUESTIONS

### **Q. How long will it take to process my application?**

**A.** We understand that you will want to secure your Tenancy as a matter of urgency. With this in mind, it is our goal to ensure you receive an answer within 24-48 business hours. Please note this time frame is also dependent on the response time of the landlord.

### **Q. What could affect my tenancy application?**

**A.** The net income of the applicant/s must equal or be greater than 3 times the weekly rent. Eg. If the weekly rent is \$400.00, the combined net income of the applicant/s must equal or be greater than \$1200.00 per week. All applicants applying for the rental property will be checked against TICA. If the applicant/s is/are listed on this Tenancy Database, the likelihood of being approved to rent the property will be substantially reduced. **Final approval is at the landlord/s discretion and no reason shall be given for unsuccessful applications.**

### **Q. Do we have to pay a deposit?**

**A.** Upon approval of your application, tenants are required to pay a holding deposit within 24 business hours to secure the property. This holding deposit is a minimum of 4 weeks bond and 2 weeks rent. Payment of these funds will be accepted via electronic transfer, bank cheque (no personal or business cheques accepted) or money order. **Note:** We do not have EFTPOS facilities within the office.

### **Q. What happens once we have paid the deposit?**

**A.** The Leasing department will be in contact to arrange an appointment time for the signing of all Lease documentation and for the release of the keys. **Please allow approximately 1 hour for this appointment and please note that ALL lease holders are required to be present in the office for this appointment.** Keys will NOT be released until all monies have been paid in full, the lease documentation has been signed by all parties and the lease start date has commenced.

### **Q. What happens if we decide we no longer want the property?**

**A.** Should you withdraw your application for the property after 48 hours of paying the above holding deposit, the 2 weeks rent **WILL NOT** be refunded. A trust account cheque for reimbursement for the 4 weeks bond will be forwarded to you within 3 business days. **(please refer to Section 159 of the Residential Tenancies & Rooming Accommodation Act 2008.)**

## OTHER USEFUL INFORMATION

### **Your privacy:**

All unsuccessful applications will be disposed of in accordance with the Privacy Act within one week. All documentation for successful applicants will remain on file.

# Tenancy Database Search Declaration

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

As the Managing Agency of the property you are applying for, we hereby advise 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 Helen Munro Property we formally advise that we utilise the following tenancy databases:

- Tenancy Information Centre of Australia (TICA)
- National Tenancy Database (NTD)
- Trading Reference Australia (TRA)

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](http://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](http://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 may seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.

\_\_\_\_\_  
Applicant 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:

- the amount of money owed by the tenant is more than the bond, including
- rent arrears if a Notice to remedy breach (Form 11) was given for this rent
- abandonment of a property
- money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order has not been paid; or

If the tenancy has been terminated by QCAT because of:

- repeated breaches of a conciliation agreement by the tenant
- 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.

# Tenancy Application Form

**Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.**

## PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent per week:

Number and type of pets:

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

## PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

## NEXT OF KIN / EMERGENCY CONTACT (not residing at the property)

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

## CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

**PREVIOUS RENTAL HISTORY 1**

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)**

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

**SELF EMPLOYMENT DETAILS**

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

**INCOME**

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

### PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From                      to	Net weekly income:

### STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

### REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:



PH: 1300 554 323 | Fax: 1300 889 598  
[info@connectnow.com.au](mailto:info@connectnow.com.au) | [connectnow.com.au](http://connectnow.com.au)

#### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**Yes, I accept the Terms. Please call me to connect my new home services**

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HOLDING DEPOSIT (to be completed for QLD properties only)

**QLD ONLY** - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full or part payment of the rental bond for the agreement; and if an amount remains from the deposit after payment of the rental bond- the amount will be applied in payment of.

The Holding Deposit is equivalent to 6 week's rent (4 week's being bond for the property & 2 week's being the first 2 week's rent for the property), The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_. The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the 4 week's bond will be refunded in full; however, the 2 week's rent will be forfeited.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

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 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.

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where connectnow is requested by me to arrange for the provision of connection and disconnection services, I consent to connectnow disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to connectnow disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither connectnow nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with connectnow. I acknowledge that connectnow, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the connectnow service; normal service provider fees or bonds may apply.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## DECLARATION

- |  |     |    |
|--|-----|----|
| 1. Do you intend on utilizing the property as share accommodation, or will you be sub-letting any of the rooms at the property?  | YES | NO |
| 2. Do you intend on obtaining a bond loan to make payment of the bond for the property?  | YES | NO |
| 3. Do you intend on running a home business from the property?   | YES | NO |
| 4. Are you currently running a home business from your current property that is not approved by the Owner?   | YES | NO |
| 5. Have you ever been evicted by any Lessor or Agent?  | YES | NO |
| 6. Are you in debt to another Lessor or Agent?   | YES | NO |
| 7. Is there any reason known to you that would affect your ability to pay your rent when due?  | YES | NO |
| 8. Was your bond at your last address refunded in full?  | YES | NO |
| 9. Do you have any special requirements for the use of the property that the Landlord should be made aware of for consideration prior to this application being submitted to the Landlord for consideration? | YES | NO |
| If yes, please advise: _____   |     |    |
| 10. Do you own a lawn mower?   | YES | NO |
| If no, how do you intend on maintaining the lawns and/or gardens? _____  |     |    |
| 11. Do you intend on getting a pet during your Tenancy?  | YES | NO |
| If yes, please specify number, type and breed: _____   |     |    |

First payment of rent in advance:	\$
Rental Bond	\$
Subtotal	\$
Less Holding Deposit/Fee (if applicable):	\$
Amount payable upon signing Tenancy Agreement:	\$

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 of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ***Would you like to own your own home?***

- |   |       |            |
|---|-------|------------|
| Did you know that there are some banks that recognize your RENTAL PAYMENTS as savings?          | YES   | NO         |
| How long do you intend to rent for?   | _____ | mths/years |
| Would you like to speak with a representative from the Loan Market about your financial future? | YES   | NO         |

***Please be assured that this discussion is strictly confidential between you and the Loan Market***

## PET APPLICATION & AGREEMENT

PROPERTY ADDRESS: \_\_\_\_\_

TENANT/S NAME/S: \_\_\_\_\_

	PET 1	PET 2
TYPE OF PET		
NAME		
BREED / DESCRIPTION		
AGE		
DE-SEXED	YES / NO	YES / NO
REGISTERED	YES / NO	YES / NO
REGISTRATION #		

### Veterinarian

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ / After Hours Number: \_\_\_\_\_ / Fax Number: \_\_\_\_\_

*The Tenant provides the following information for use in the case of an emergency.*

### Emergency Pet Carer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ / Work Number: \_\_\_\_\_ / Mobile Number: \_\_\_\_\_

*The Tenant provides the following information for use in the case of an emergency.*

### Terms & Conditions

The tenant/s agree/s to the following terms & conditions:

1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement & this Pet Agreement.
2. Any pet other than the approved pet/s specified in the General Tenancy Agreement & this Pet Agreement must first be requested by the Tenant/s in writing giving full details and then be approved in writing by the Lessor/Agent prior to the pet/s

being allowed onto the premises. Pet approval may be subject to specific criteria & must be complied with. Approval is NOT guaranteed.

3. The tenant/s shall be liable for any damage or injury whatsoever caused by the pet/s on the property whether they are the pet of a tenant or guest, tenant/s pet/s or their guests pet/s & regardless of their approval status.

4. The tenant/s accepts full responsibility and indemnifies the Lessor/Agent for any claims by or injuries to third parties or their property caused by, or as a result of actions by their pet/s or their guests pet/s and regardless of their approval status.

5. The tenant/s agree to arrange for flea & tick fumigation at the end of their Tenancy or at a time as required or requested by the Lessor/Agent to be carried out by a company complying with Australian Standards.

6. The pet/s are to remain outside of the premises at all times unless specified in the General Tenancy Agreement or this Pet Agreement.

7. By signing below you are only seeking approval of the above mentioned pet/s to be accepted at the property for which you are applying for/residing at.

Should you be approved you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section as per below.

**Tenant Acknowledgement**

**Applicant Name/s:** \_\_\_\_\_

**Applicant Signature/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Application Result**

- Application for Pet/s:        Approved
- Application for Pet/s:        Declined

The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

**Authorisation on Behalf of Lessor**

**Silkwire Pty Ltd t/as Helen Munro Property:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_