

Tenancy Application Form

Please be advised that this application will only be processed once all details have been completed and all copies of supporting documents are attached.

Each Applicant over the age of 18 MUST submit an individual form.

Agency Information

Agency:	Positive Property People	Email:	admin@positivepropertypeople.com.au
Contact:	07 5438 0090	Office Hours:	Monday to Friday 8:30am to 5:00pm
Address:	Shop 5, 2 Rawson Street Caloundra West QLD 4551		Saturday 9:00am to 12:00pm

Payment Method

If your application is accepted, you are required to pay an amount equivalent of six weeks rent; two weeks rent and four weeks bond. We require you to put this money into our account as a Direct Credit, or pay by Money Order or Cash at ANZ. You are then to sign the General Tenancy Agreement within 24 hours of notification of acceptance. For your weekly rental payment methods, once you have commenced your lease, we require you to pay by Direct Debit or Internet Transfer into our account or Cash and Cheque at any ANZ.

Direct Deposit Details	
Bank	ANZ
Account Name	Positive Property People Trust Account
BSB	014 531
Account Number	290 544 478
Reference Code*	To be supplied

*It is essential to use this Reference Code at the time of the transaction to enable our Agency to identify your payment/s. If not used, a Transaction Trace Fee will apply and is payable to you. When you sign your General Tenancy Agreement, details for your future rent payment method will be confirmed.

Information about your application and tenancy databases

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 does this mean for you?

As the property managers on behalf of the owner, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases:

1. National Tenancy Database
2. TICA

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 or call 1300 366 311.

Property Details

Address of Property: _____

Lease Commencement Date: ____ / ____ / ____ Lease Term: 6 / 12 months Weekly Rent: \$ _____

Personal Details

Given Name: _____ Surname: _____

Date of Birth: ____ / ____ / ____ Smoker: Y / N Passport No: _____ Passport Country: _____

Residential Address: _____

Home Phone: _____ Mobile Phone: _____ Work Phone: _____

Fax Number: _____ Email: _____

Car Make: _____ Car Model: _____ Registration: _____ Year: _____

Drivers Licence Number: _____ State of Drivers Licence: _____ Type: ____ Class: _____

Are you an Australian Citizen? _____ If not, please provide details of VISA or residency status.

Occupants, Dependants and Pets

Number of Occupants Who Will Reside at the Property: _____

1. Name: _____ Age: _____ Gender: F/M

2. Name: _____ Age: _____ Gender: F/M

3. Name: _____ Age: _____ Gender: F/M

4. Name: _____ Age: _____ Gender: F/M

Number of Dependants Who Will Reside at the Property: _____

1. Name: _____ Age: _____ Gender: F/M

2. Name: _____ Age: _____ Gender: F/M

3. Name: _____ Age: _____ Gender: F/M

4. Name: _____ Age: _____ Gender: F/M

Number of Pets: _____

1. Type: _____ Breed: _____ Age: ____ Council Registered: Y / N Desexed: Y / N

2. Type: _____ Breed: _____ Age: ____ Council Registered: Y / N Desexed: Y / N

3. Type: _____ Breed: _____ Age: ____ Council Registered: Y / N Desexed: Y / N

4. Type: _____ Breed: _____ Age: ____ Council Registered: Y / N Desexed: Y / N

Next of Kin (excludes property occupiers)

Given Name: _____ Surname: _____

Relationship: _____

Residential Address: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Current Tenancy Details

Current Address: _____

Length of time at Current Address: _____ Weekly Rent: \$ _____

Lease Commencement Date: ____ / ____ / ____ Lease Term: 6 / 12 months

Reason for Leaving: _____

Name of Landlord / Agency: _____ Phone: _____

Previous Rental History

Previous Address: _____

Length of time at Address: _____ Weekly Rent: \$ _____ Full Bond Refunded: Y / N

Name of Landlord / Agency: _____ Phone: _____

Current Employment

Occupation: _____ Employer: _____

Employment Address: _____

Contact (Payroll / Manager): _____ Phone: _____ Email: _____

Length of Employment: _____ Weekly Net Income (Income after Tax): \$ _____

Self Employment Details

Company Name: _____ Business Type: _____

Business Address: _____

Position Held: _____ ABN: _____

Accountant: _____ Phone: _____

Weekly Net Income: \$ _____ Further Income: \$ _____ Type: _____

Previous Employment

Occupation: _____ Employer: _____

Employment Address: _____

Contact (Payroll / Manager): _____ Phone: _____ Email: _____

Length of Employment: _____ Net Income (Income after Tax): \$ _____

Current Student Details

Place of Study: _____ Course Name: _____

Student No: _____ Course Length: _____ Course End Date: _____

Campus Contact: _____ Contact Number: _____

Course Coordinator: _____ Contact Number: _____

Personal Referees

Given Name: _____ Surname: _____

Mobile: _____ Phone: _____ Relationship: _____

Given Name: _____ Surname: _____

Mobile: _____ Phone: _____ Relationship: _____

Terms and Conditions – Please Read Carefully

I agree to provide 100-point identification – requirements are as follows:

Item	✓	Points	Initial	Item	✓	Points	Initial
Bank Statement Within the past 2 weeks Showing funds to cover 6 weeks rent		Essential		Motor Vehicle Registration Certificate		30	
Current Wage Advice		Essential		Previous Tenancy Reference		20	
Drivers Licence Showing Current Address		60		Birth Certificate		20	
Previous 4 Rent Receipts or Home Loan Payments		60		Bank or Credit Card with Signature		20	
Medicare Card		40		Student Identification		20	
Passport		40		Student Visa		10	
Recent Utilities Account Showing Current Address		30		Other Photo ID		10	

If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.

Please also note, photocopying is not able to be done in the office.

I agree to provide proof of income as part of this application such as recent income verification payslip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and 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 upon acceptance.

I consent to the use of email 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 and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to 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 the agency 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). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 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 processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy should it commence and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; 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 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. To review our agency privacy policy, please contact our office to request a copy.

I understand that I have inspected the property, and should I be approved, agree to accept the property in its current condition.

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

Applicant Name

Signature

____/____/____

Date

Application Process

- Before signing the lease, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse, a copy will be available at the inspection or advised by staff
- Please be aware that Bond Transfers are NOT an option
- Please note that Positive Property People does not accept any Tenancies that require a Bond Loan
- Incomplete Applications will not be processed

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within two to three business days. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 2 of this Application.

Contact by our Agency may be made via phone, SMS or email.

If Approved

If you are approved tenancy of a property listed with Positive Property People it is your responsibility to arrange the following services

- Power Connection (your preferred supplier)
- Gas Connection (take note if it is applicable to the property that you are inspecting)
- Phone Connection
- Contents Insurance
- Change of Address
- Mail Redirection

You will be required to make an appointment to sign the lease and other documents between Monday and Friday 9:30am – 4:00pm. Please note, this appointment will take approximately 40 minutes and all tenants that are registered on the lease must be present.