

APPLICATION INFORMATION

Thank you for your enquiry on one of our available rental properties. We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already be aware that not all our properties will be suitable for you and likewise we do not accept every application we receive. It is essential that each person who wishes to reside in the property complete this in *full*, prior to making the application. *Applications that are incomplete will not be processed.*

Please note that there is no smoking allowed inside any of our rental properties and if you are approved for one of our rental properties this will be included as a clause of the lease agreement. Please also note that upon vacating, you will be required to get the carpets at the premises professionally steam cleaned and provide a receipt to our office. If you have a pet at the property at any time, you will also be required (upon vacating) to have a professional flea spray conducted and provide a receipt of this to our office.

When you return the application, you must ensure that you have available the following:

Evidence of your income

You will be required to provide proof of current income. This can be in the form of a pay slip, accountant's letter (if self employed) or Centrelink Statement.

Appropriate identification

Each applicant is required to provide as much information as possible, see back page for more detailed information on what identification you can use.

Tenancy Check

You should also be aware that your application will be checked against national tenancy databases (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We will endeavour to process this application as soon as possible. It is imperative that you do not make an application on a second property anywhere until you have an answer on this application. The reason for this is simple – should this application be successful then the agreement is legally binding. With that in mind, it is our goal to obtain a definite answer for you within 72 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. In any event we will keep you posted. You will be notified of the result of your application immediately a decision is made and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. This completed application and this office will keep relevant attachments for a period of 30 days then shredded in the case of the application being unsuccessful.

Securing your Tenancy

Should your application be approved, you will be required to pay bond (equal to four weeks rent) to secure the property in your name. This payment is required in the office within 24 hours of notification and is non-refundable after that. Payment of this money must be in cleared funds – Cash or bank cheque only. Please discuss other options with us, if required.

Signing your agreements

When you pay your bond, we will confirm an appointment time with you to come into the office and complete the paperwork. Please allow approximately 30 minutes. This is an important appointment and **MUST** be completed prior to moving in day. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement to read before signing. We consider this to be a vital document and want to ensure that you are aware of all of your obligations.

Rent

Prior to moving in you will be required to pay two weeks rent. This will be credited to your rental account commencing from the first day of your tenancy. Payment of this money must be in cleared funds – Cash or bank cheque only. No personal cheques can be accepted. After your initial bond and two weeks rent is paid **WE WILL NOT ACCEPT CASH AS A METHOD OF RENT PAYMENT.**

Cash Free Office

The preferred method of collecting rent by this office is via NAB Easy Rent. Please refer to methods of payment on the last page of the application.

Keys

Keys to the property will not be handed over until all monies are paid in full and the lease signed by all parties.

SIGNED: _____



PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we authorise Ascot Real Estate to collect information about me from:

- (a) My previous letting agent and/or landlords.
- (b) My personal referees, relatives or employers.

TENANCY DATABASE DISCLOSURE STATEMENT

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 an Agency, we are required by law to let you know which Databases we use to check your rental history. At Ascot Rentals we use TICA.

What if I am listed?

If you are listed on TICA, 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.

I/we authorise Ascot Real Estate 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 i.e. valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

Applicant Name _____

Signed by applicant _____ Dated _____

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY

FULL NAME _____ D.O.B ____/____/____
HOME PHONE _____ WORK PHONE _____ MOBILE _____
E-MAIL _____ FAX _____
NUMBER OF DEPENDANTS ____ NAMES & AGES _____
PETS - NUMBER ____ TYPE _____ BREED _____ REGISTERED (Y/N) (OUTSIDE/INSIDE)
SMOKER YES/NO HOW DID YOU FIND OUT ABOUT THIS PROPERTY e.g WEBSITE _____

CURRENT ADDRESS

PHONE _____
REASON FOR LEAVING _____
PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

PREVIOUS ADDRESS

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
REASON FOR LEAVING _____
WAS BOND REFUNDED IN FULL? (YES/NO) IF NO, WHY NOT? _____
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

PREVIOUS ADDRESS

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
REASON FOR LEAVING _____
WAS BOND REFUNDED IN FULL? (YES/NO) IF NO, WHY NOT? _____
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

NOTE: If you have lived elsewhere in the last 5 years before these, please attach on a separate sheet.

EMPLOYMENT DETAILS (If Centrelink please include weekly payment amount)

CURRENT OCCUPATION _____ PERIOD OF EMPLOYMENT _____
CURRENT EMPLOYER _____ PHONE _____
SELF EMPLOYED - NAME OF BUSINESS _____ PHONE _____
(FULL TIME/PART TIME) NET WEEKLY SALARY (ATTACH PAY SLIP/ INCOME STATEMENT) \$ _____

PREVIOUS EMPLOYMENT DETAILS

PREVIOUS OCCUPATION _____ PERIOD OF EMPLOYMENT _____
PREVIOUS EMPLOYER _____ PHONE _____
SELF EMPLOYED - NAME OF BUSINESS _____ PHONE _____
(FULL TIME/PART TIME) NET WEEKLY SALARY (ATTACH PAY SLIP/ INCOME STATEMENT) \$ _____

FURTHER DETAILS

MARITAL STATUS: SINGLE MARRIED DE FACTO SEP/DIV
CAR MAKE _____ MODEL _____ YEAR _____
CAR REGO _____ STATE _____
IS THE CAR UNDER FINANCE: YES / NO WITH WHOM _____ CONTACT NUMBER _____

REFERENCES (WORK, BUSINESS OR RENTAL - **NOT RELATIVE OR FRIENDS**)

REFERENCE 1

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

REFERENCE 2

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

REFERENCE 3

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECKPOINTS

CURRENT DRIVERS LICENCE OR FIREARMS LICENSE.	#40 POINTS
PHOTO I.D. (18+ CARD, OTHER I.D. CARDS WITH PHOTO).	#30 POINTS
LAST 4 RENT RECEIPTS	#30 POINTS
HEALTH CARE CARD OR BLUE CARD.	#30 POINTS
CURRENT PASSPORT	#30 POINTS
ORIGINAL BIRTH CERTIFICATE	#30 POINTS
WRITTEN REFERENCE FROM PREVIOUS LANDLORDS OR AGENTS	#10 POINTS
CURRENT MOTOR VEHICLE REGISTRATION PAPERS	#10 POINTS
COPY OF PREVIOUS PHONE ACCOUNT, ELECTRICITY ACCOUNT, GAS ACCOUNT, BANK STATEMENT OR RATES NOTICE.	#10 POINTS EACH
MEDICARE CARD, BANK OR CREDIT CARD OR QUALIFICATION CARD.	#10 POINTS

EACH APPLICANT **MUST** HAVE **PHOTO I.D AND PROOF OF INCOME**

SHOULD YOU NOT BE ABLE TO MEET THE 100 POINT CHECKPOINTS, PLEASE SPEAK TO THE PROPERTY MANAGER

Methods of Rent Payment	
Direct Debit	NAB Easy Rent – no fee
CentrePAY	Deducted from your Centrelink Payment and paid directly to us – no fee
Australia Post	NAB Easy Rent - \$3.50 per transaction, which you need to add to each rent payment
B-Pay	NAB Easy Rent - \$0.95 per transaction, which you need to add to each rent payment
Bank Cheque	No Fee from Ascot Real Estate Check with your Bank for issuing fees
Credit Card	NAB Easy Rent – there is a 1% service fee added to your transaction each time

Please note:

We will not accept cash for rent payments
Our office does not offer eftpos facilities