

<b>AGENCY NAME</b>	<b>Position Property Real Estate</b>
<b>ADDRESS</b>	231 Given Terrace, PADDINGTON QLD 4064
<b>PHONE</b>	(07) 3325 7800 <b>FAX</b> (07) 3368 2368    ← Fax application to this number
<b>EMAIL</b>	<a href="mailto:applications@positionproperty.com.au">applications@positionproperty.com.au</a> ← Email application to this email address If you email your Application, please note any file over 1 Megabyte may not be received. We recommend you send your Application via multiple e-mails. Please call the office within 1 business day to confirm receipt of your Tenancy Application.
Forward the Tenancy Application to the Position Property office at Paddington (Our Chermside office cannot accept application forms) via email, fax or in person. Our receptionist can take photocopies of any documents if required. Office Hours are Monday to Friday 8:30am – 5:30pm; and Saturday 8:30am – 5:00pm.	
➔ <b>Property Address for Rent:</b>	
➔ <b>Lease Commencement Date:</b>	
➔ <b>Rent Per Week:</b>	\$
➔ <b>Lease Term:</b>	Circle                  6 months <u>or</u> 12 months

**Please read prior to completing your Tenancy Application:**

- One Tenancy Application is to be completed for each person over 18 years of age.
- This Tenancy Application cannot be processed until it is **completed**, including copies of supporting documents attached, as required for **\*minimum 100 Points Identification Check**, and all applicants over the age of 18 have submitted application forms. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ Card, with the original copy required for verification when submitting this Application in person.
- Prior to making an application, you may wish to view a General Tenancy Agreement – you can view this on the Residential Tenancies Authority website: [www.rta.qld.gov.au](http://www.rta.qld.gov.au) & look under "Forms for General Tenancies". Residential Tenancies website has lots of helpful information on renting property in Queensland. The General Tenancy Agreement was available for your inspection at the time you viewed the property with a Position Property representative.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 48 hours of acceptance, the General Tenancy Agreement is to be signed by all approved leaseholder/s and an amount, equal to 6 (six) weeks rent (being bond plus the first 2 (two) weeks rent) - is to be paid by Money Order or Bank Cheque or Cash or Direct Deposit - (payable to Position Property Real Estate).. if this is not done the agent has the right to withdraw the acceptance of application.

A prospective Tenant must be able prove to the Agent the following information, to assist in the processing of your Tenancy Application:  
**IDENTIFICATION:** A prospective Tenant must prove who they are. This can be confirmed by an Australian Drivers Licence, Passport or 18+ Card  
**ABILITY TO PAY RENT:** Leaseholder/s must have capacity to pay the Weekly Rent and Bond. As a general rule, one third of the person/s income would cover the rent - Or - one third of the Leaseholder/s (person/s who sign the Lease) combined income would cover the rent.

<b>Must provide the following Documents</b>		
<input type="checkbox"/>	<b>IDENTIFICATION</b>	Current Driver's Licence, Passport, or Proof of Age Card (18+ Card)                  - <b>40 points*</b>
<input type="checkbox"/>	<b>Proof of CURRENT ADDRESS</b>	Utility Statements, Council Rates Notice, Electricity Bill <u>or</u> Phone Bill                  - <b>30 points*</b>
<input type="checkbox"/>	<b>Proof of CURRENT INCOME</b>	2 previous payslips <u>or</u> Bank Statement <u>or</u> Tax Return if self-employed                  - <b>30 points*</b>

<b>GUIDE for ADDITIONAL INFORMATION:</b> You are more than welcome to provide extra information to assist your Tenancy Application. Some prospective Tenants provide a letter summarising their individual circumstances to assist with the Application.	
Student / Overseas Student	Student Card, University Letter of Acceptance, Medicare card, Centrelink Assistance, Government Rental Assistance Statements, car insurance, Passport Visa (showing conditions of entry to Australia), recent phone account.
Unemployed	Bank Statement, Centrelink Assistance, Government Rental Assistance Statements, car insurance, past resume'.
Employed / Overseas	Business card, recent phone/ electricity/ gas account, Medicare card, Bank Statement, Centrelink Assistance, car insurance, Passport Visa (showing conditions of entry to Australia), recent payslips, Annual PAYG Statement - Tax Statement.
Self Employed / Business Owner	Business card, recent phone/ electricity/ gas account, Medicare card, Bank Statement, car insurance, Passport Visa (showing conditions of entry to Australia), recent payslips, proof of ABN, Profit & Loss Statement.
Never Rented before / Own Property	Refer to the above suggestions, provide what you can, i.e. anything to assist in the application process. Provide Council Rates Notice, a letter summarising your circumstances, etc.

<b>How did you find out about this property?</b>
<input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency Contact <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other Agent
<input type="checkbox"/> Other (please specify):

**FOR YOUR APPLICATION TO BE PROCESSED, YOU MUST COMPLETE ALL SECTIONS**

<b>Applicant Details</b>	
Full Name:	
Have you been known by any other name? <b>Yes / No</b> If Yes, what other name have you been known by?	
Total number of applicants applying for property:	
Names of other applicants applying for property:	
Have you any dependants?      Yes / No	Age/s of Dependants:
Dependants Names/s:	
Drivers Licence Number:	Expiry Date:
Passport Number:	Expiry Date:
Date of Birth:	Are you a smoker?      Yes / No
Registration Number of Vehicle/s:	Number of Cars:

<b>Applicant Contact Details</b>	
Mobile:	Email:
Home:	Business:

<b>Current Address</b>	<b>Previous Address</b>
Current Address:	Previous Address:
<input type="checkbox"/> Renting <input type="checkbox"/> Own this home (please provide Council Rates)	<input type="checkbox"/> Renting <input type="checkbox"/> Own this home (please provide Council Rates)
Time period at premises:      Years      Months	Time period at premises:      Years      Months
If Renting : Agency Name / Owner Name:	If Renting : Agency Name / Owner Name:
Agent / Owner Phone:	Agent / Owner Phone:
Agent / Owner Email:	Agent / Owner Email:
Rent Per Week:	Rent Per Week:

<b>Are you employed?</b>	
Yes / No (Full time / Casual / Part Time / Centrelink / Contract / Home Maker / Other)	
Current Employer Company Name:	
Occupation:	Net weekly Income: \$
Length of Employment:      Years      Months	HR/Payroll Contact Person:
HR/ Payroll Contact Phone Number:	HR/ Payroll Contact Fax:
HR/ Payroll Contact Email:	Address of Employer:

<b>If Self Employed</b>	
Business Name:	ABN:
Address:	
How long self employed?      Years Months	Total Annual Income: \$
Accountant's Name:	Phone:                      Fax:

If you are a Student, what University, Tafe or School do you attend?	
Student Identification Number:	Overseas Student? Yes / No
Visa Expiry Date:	Institution:
Course:	Duration:
<input type="checkbox"/> Parent/Guardian Letter <input type="checkbox"/> Centrelink Document <input type="checkbox"/> Bank Statements <input type="checkbox"/> Austudy Document <input type="checkbox"/> Other	

Pets – List any pets owned (*PET AGREEMENT TO BE COMPLETED WITH APPLICATION) – All Pets subject to owner approval.	
Number of Pets:	Type of Pet/s:
Are your pets registered with Council? Yes / No	Please state which Council:

Use of Premises
Will the Premises be used for business purposes? Yes / No

Personal References (Please do not list relatives or partners, and provide business hours contact numbers)	
Name:	
Relationship:	Phone Number:
Address:	
Name:	
Relationship:	Phone Number:
Address:	

Emergency Contact Details of closest relative who will <u>not</u> be residing with you:	
Name:	Relationship:
Address:	
Contact Phone Numbers:	
Name:	Relationship:
Address:	
Contact Phone Numbers:	

Utility Connection
Position Property can provide you application forms for UTILITY CONNECTIONS to assist you in getting your services connected, we can also fax them on your behalf. However it is NOT the role of Position Property Real Estate to follow up or to make sure your Utilities get connected, by the time you move in or after you move in. It is not the roll of Position Property Real Estate to meet any contractor onsite, we can simply provide you a list of recommended service provider companies, to simplify your application process.

Declarations – Applicant/s to complete and provide details as required - Please advise the following by selecting either YES or NO	
Have you even been evicted by any Agent / Lessor?	Yes / No
Is there any reason known to you that would affect your ability to pay rent?	Yes / No
Was your Rental Bond at your last address refunded in full?	Yes / No
Are you in debt to another Agent / Lessor?	Yes / No
Please advise what deductions were made from your Rental Bond and WHY you are in debt to your past Agent / Lessor? Please summarise in the Additional Comments section of Tenancy Application.	
<p>I declare the information provided is true and correct. I consent to verifying details via Tenancy Information Centre of Australia and National Tenancy Database Records. I declare I am not bankrupt or an undischarged bankrupt.</p> <p>I understand that if the nominated applicant is advised this Application is approved, then within 24 to 48 hours, all approved Applicants are to sign the General Tenancy Agreement and an amount, equal to 6 (six) weeks rent (being bond plus the first 2 (two) weeks rent) be paid to Position Property Real Estate. The Tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.</p> <p>I understand the Agent recommends the tenant/s use B-PAY, direct deposit, internet banking, money order or bank cheque for future rental payments and the Tenant/s Bank may charge them (the Tenant) a fee for each transaction.</p>	

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this Application, or that our Agency collects from other sources, is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful, it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below, then your Application for Tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected due to insufficient information to assess the Application.

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Position Property Real Estate**. I authorise **Position Property Real Estate** to collect information about me from:

- My previous Letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Position Property Real Estate** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Position Property Real Estate** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), Valuers, the Lessor, other Agents, database operators, other Property Managers, Bodies Corporate, Insurance Companies, Financial Services, if required in the future, and to Authorities as required by law.

## ELECTRONIC TRANSMISSION

It is agreed, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## SIGNATURES

**Warning:** Prior to signing this Application AND paying monies to the Agent in relation to the tenancy, the Applicant, by signing, acknowledges having been given a Form 18a General Tenancy Agreement (including the Standard Terms and Special Terms and Conditions of the Agreement).

## MARKETING CONSENT

I understand that the Agency may need to contact me about property-related information, eg properties for rent or for sale, or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Position Property Real Estate** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until otherwise advised in writing  Other -

**ADDITIONAL COMMENTS** - As there may not be enough room on this Application, we recommend you attach a letter summarising your individual circumstances to assist with this Application.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

**Position Property Real Estate Tenancy Application (Four Pages)**

Applicant Name: 	
Applicant Signature: 	
Date & Time: 	