


TENANCY APPLICATION



AGENCY NAME	Johnson Property Management	
ADDRESS	Suite 5 / 9 Pittwin Road, Capalaba 2/207 Preston Road, Manly West 36 Brisbane Road, East Ipswich Suite 2 / 3 The Esplanade, Forest Lake	
PHONE	07 3245 1377	
FAX	07 3390 2266	
EMAIL	rentals@johnsonrealestate.com.au	

The following Information is required so the Tenancy Application can be processed promptly:

PROPERTY ADDRESS FOR RENT: _____

Lease Start Date: _____

Rent \$: _____

Lease Term: _____

Please read prior to completing your Application

- **One Application is to be completed per person.**
- **Please note your application will not be processed if you do not provide required information**
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

Submit following:

Passport Birth Certificate

Drivers Licence Proof of Age Card

Other Photo ID from Government eg Pension Card, Student Card

2 recent Rent Receipts

2 recent Pay Advices / bank statements showing income payment

Tenancy Ledger / bank statements showing rental payments

Documents on which your name and current address appear:

Car registration certificate Rates Notice Electricity Account

Bank/Credit Card Statement Telephone Account Gas Account

ALL APPLICATIONS ARE SUBJECT TO LANDLORD'S APPROVAL – THE OWNER OR AGENT IS NOT OBLIGED TO EXPLAIN WHY YOUR APPLICATION WAS NOT ACCEPTED

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by direct deposit into our nominated bank account

CASH WILL NOT BE ACCEPTED IN THE OFFICE

Applicant's Details

Name in Full	Other Name You have been known by		
Date of Birth	Place of Birth		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Address

Address::				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	
Reason for leaving				
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	
Reason for leaving				

Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	NET WEEKLY INCOME \$	
Payroll / Manager's Name	Fax		<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		<input type="checkbox"/> Business		
Creditor Referee		<input type="checkbox"/> Business		

Other Income – specify \$NET Weekly Income / Fortnight and provide verification

Centre Link (Verification Required)	\$
Employment:	\$
Child Support:	\$
Youth Allowance:	\$
Parent Support:	\$
TOTAL:	\$

Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

Other

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes: No: of pets _____

Smoker: No Yes

Type: Breed:

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> M	Relationship <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____ / ____ / ____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. 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 the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **DIRECT DEPOSIT**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

In Presence of Agency Representative

Date

Johnson Property Management

5/9 Pittwin St, Capalaba

3245 1377

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 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 **Johnson Property Management**. I authorise **Johnson Property Management** 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 **Johnson Property Management** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Johnson Property Management** 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, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information e.g. 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 **Johnson Property Management** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

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

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	