


TENANCY APPLICATION



AGENCY NAME	Ripe Property	
ADDRESS	7/11 Sunshine Beach Road, Noosa Heads, Qld 4567	
PHONE	07 5474 8811	
FAX	07 5474 8911	
EMAIL	info@ripeproperty.com.au	

PROPERTY ADDRESS FOR RENT _____

NAME OF APPLICANT _____

BEST CONTACT NUMBER _____

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed **per person**.
- **Our Agency staff will contact you ONLY 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 Money Order or Bank Cheque.
- **This Application cannot be processed until it is completed including FAX numbers or EMAIL** contact for current or previous rental references and employers as well as copies of supporting documents attached for Identification Check. Refer to the following list of accepted documents. 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 only one of the 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 Tenancy Ledger

Documents on which your name and current address appear:

Car registration certificate Rates Notice Electricity Account

Bank/Credit Card Statement Telephone Account Gas Account

Applicant Checklist - Before I submit this Application, I have;

Attached photocopies of documents ID which include mandatory documents

Inspected the Property both internally and externally

Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

Completed the Pet Application & Agreement form if pets are to reside at the Property

Free Utility Connection Service



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY GAS TELEPHONE BROADBAND FOXTEL Ph: 1300 850 360 Fax: 1300 661 160 Email: sales@onthemove.com.au

YES!! I would like **On The Move** to contact me to arrange my utilities.

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

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:

Current Tenancy Details if applicable

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
Reason for leaving				
Agent/Landlord	<input type="checkbox"/> Business		Fax	

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	Pay day is	of each: week / fortnight / month	
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		

Income – specify \$Gross per annum and provide verification

• Employment	\$
• Self Employment – provide Accountant letter to verify	\$
• Other:	\$
TOTAL	\$

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

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: Refer to attached Pet Application and Agreement completed

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

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

I understand the Agent uses Agency Name for rent payments and if used the Tenant will incur a fee of \$amount per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

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
NB: If rent is over \$700pw, Bond is as specified on Rent List			
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

Ripe Property
7/11 Sunshine Beach Road, Noosa Heads, Qld 4567
Phone: (07) 5474 8811

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

I authorise **Ripe 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 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 Ripe 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 -

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, 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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	