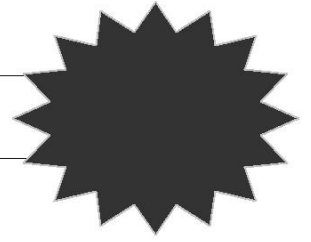


# GENERAL TENANCY APPLICATION



Applications will not be processed unless all information is supplied. Each applicant must complete a separate application!

## PROPERTY DETAILS

Property address

## OCCUPANCY DETAILS

Name of occupant who intends to live at the dwelling	Relationship to Applicant	Date of Birth
Name of occupant who intends to live at the dwelling	Relationship to Applicant	Date of Birth
Name of occupant who intends to live at the dwelling	Relationship to Applicant	Date of Birth
Name of occupant who intends to live at the dwelling	Relationship to Applicant	Date of Birth
Type of Pet	Number	Council Registered YES or NO

Each intended applicant over the age of 18 must complete a tenancy Application

## APPLICANTS DETAILS

Name

Have you been known by any other name? If so, what name?

Email

Home Telephone	Work Telephone	Mobile Telephone
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PERSONAL DETAILS

Date of birth

Australian Passport Number

Number of Vehicles

Car Registration Number(s)

Drivers Licence Number

State of issue

IN CASE of EMERGENCY (ICE) DETAILS (this person is to be contacted in the event of an Emergency)

Name

Relationship

Email

Home Telephone

Work Telephone

Mobile Telephone

CURRENT RENTAL DETAILS

Current Address

Length of tenancy  
(months)

Rent  
\$ Per week

Commencement date

Name of Tenancy Manager or Landlord

Contact Number

Email

Reason for leaving

PREVIOUS RENTAL HISTORY – if the length of tenancy was less than 6 months, then further history will be required in below table.

Property Address

Name of Tenancy Manager or Landlord

Work Telephone

Email

Length of tenancy  
(months)

Rent  
\$ Per week

Commencement date

Reason for leaving

Was the bond refunded in full? If not, specify reasons why

PREVIOUS RENTAL HISTORY No. 2 (please complete only if the previous length of tenancy was less than 6 months)

Property Address

Name of Tenancy Manager or Landlord

Work Telephone

Email

Length of tenancy  
(months)

Rent  
\$ Per week

Commencement date

Reason for leaving

**VILLAGE GREEN**

42 Jenner Street, Nundah Qld 4012 P 0497 126 311 E [info@villagegreennundah.com.au](mailto:info@villagegreennundah.com.au)



Was the bond refunded in full? If not, specify reasons why

EMPLOYMENT STATUS (please tick)

Unemployed	Full Time	Part Time	Casual	Contract	Self Employed
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CURRENT EMPLOYMENT

Occupation	Date Employment Commenced
Payroll Officer / Manager	Contact number
Email Address	Payroll number

If Self Employed, Accountant Name

Accountant Contact Number	Accountant Email
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INCOME DETAILS

Employer Name	Total Gross payments from Employer \$ Per week
Centrelink Payment (type of payment)	Total Centrelink Payment \$ Per week
Child Support (CSA or Private Arrangement)	Total Child Support Payment \$ Per week
Other income (description)	Total other Payment \$ Per week
Notes	Total Gross Income (add total from employer, Centrelink, Child Support, and other) \$ Per week

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STUDENT INFORMATION

Place of Study

Course Name

Course Duration

Student Number

Campus Contact

Contact Number

Academic Advisor / Course Co-ordinastor

Contact Number

RENTAL REFERENCES – require professional and personal reference by somebody not related to you or a co-applicant

Name

Contact Number

Relationship

Address

Name

Contact Number

Relationship

Address

Other Notes



DECLARATIONS

Applicant to complete and provide details as required;

	Circle as required	
	Yes	No
Have you ever been evicted by any Landlord or Agent?	Yes	No
Are you in debt to another Landlord or Agent?	Yes	No
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
Is there any reason known to you that would affect your ability to pay? If yes, please explain	Yes	No
I acknowledge and agree that this is a non-smoking premises and smoking indoors is prohibited at all times	Agree	Disagree

ACKNOWLEDGEMENT

I, the Applicant;

	Circle as required	
	Yes	No
Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.	Yes	No
Understand that you as the agent have collected this information for the purpose of determining whether I am a suitable tenant for the dwelling – in particular to check my identification, my ability to care for the dwelling, my character, my creditworthiness, and my NRAS eligibility.	Yes	No
<ul style="list-style-type: none"> <li>For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including Tenancy databases) as you consider reasonably necessary</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>In doing so, I understand that information provided by may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties</li> </ul>	Yes	No
Is there any reason known to you that would affect your ability to pay? If yes, please explain	Yes	No
I acknowledge and agree that this is a non-smoking premises and smoking indoors is prohibited at all times	Yes	No
Acknowledge that Applications and supporting documentation provided by the Applicant, will not be returned and will be destroyed.	Yes	No
Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.	Yes	No
Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard Terms and Conditions, and any Special Conditions, before completing this application.	Yes	No
Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate By-laws, and building covenants (if applicable), before completing this application.	Yes	No
Acknowledge that I have been made aware of the agency's Privacy and Collection Policies.	Yes	No
Declare that the above information is true and correct and I have provided it of my own free will.	Yes	No

PRIVACY POLICY

PRIVACY DISCLOSURE STATEMENT - we are an independently owned and operated business. We are bound by the *National Privacy Principles*. We collect personal information about you in this form for the purposes of assessing your application for residential tenancy. We may collect information about you from previous landlords, Tenancy & Property Managers, your employer and your referees. We will also check whether any details of tenancy defaults by you are held on tenancy default databases, including those operated by TICA Default Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more about these databases on their web sites: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.net.au](http://www.ntd.net.au).

COLLECTION NOTICE – the personal information provided in this application or collected from other sources is necessary for us to verify your identity, to confirm your NRAS eligibility, to process and evaluate your application, and to manage the tenancy. Personal Information collected about you in this application and during the course of the tenancy, should your application be successful, may be disclosed for the purpose for which it was collected to other parties including the owner, referees, other agents and third party operators of tenancy reference databases, NRAS Participant’s, and State and Federal Governments. Information already held on tenancy databases may also be disclosed to the Agent and/or Owner. If you enter a Residential Tenancy Agreement, and if you fail to comply with your obligations under that agreement, the facts and other relevant personal information collected about you during the course of the tenancy may also be disclosed to the owner, referees, other agents and third party operators of tenancy reference databases, NRAS Participant’s, and State and Federal Governments.

You can view the personal information collected about you and can request access to this information by contacting our Business Manager. You can also correct this information if it is inaccurate, incomplete or out of date.

If your application is not successful Property Solutions Place will destroy your documents in a secure manner – *please do not provide original copies of documents* – unless otherwise arranged. If you do not complete this form or sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT - I, the applicant, acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Property Solutions Place to collect information about me, from:

- a) my previous letting agents and/or landlords;
- b) my personal referees, employers and all other references on this application;
- c) any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise Property Solutions Place to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA & NTD.

I authorise Property Solutions Place to refer my name and contact details to an arranger or service provider including trades-people (to attend to work required at this property), salespeople (primary or secondary agents), valuers, the owner, other agents, data base operators, other property managers, body corporate offices, insurance companies (for contents insurance and other insurance products), financial services products (to assist with home loan applications, if required in the future).

I have read and understand the Privacy Policy of Property Solutions Place and authorise them to collect information deemed necessary for the purpose of my application, and management of the tenancy, without limitation.

Name

Date

Signature

PLEASE NOTE WE WILL NOT BE ABLE TO PROCESS THIS APPLICATION IF NOT SIGNED WHERE APPLICABLE

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