

# TENANCY APPLICATION - QLD

Kirkwood Real Estate

Rental Excellence

8 Pikedale Street MURARRIE Q. 4172 ABN: 26 720 514 209

Mobile: 040 22 1 8886

Email: [peter@kirkwoodrealestate.com.au](mailto:peter@kirkwoodrealestate.com.au) Web: [www.Kirkwoodrealestate.com.au](http://www.Kirkwoodrealestate.com.au)

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PM CHECK

/ /

EMAILED COPIES ARE ALLOWED

## ESSENTIAL DOCUMENTS & INFORMATION REQUIRED

- 1. Photocopy of Drivers Licence or 18 + Card
- 2. Photocopy proof of income eg. two Payslips, Letter of Appointment or Bank Statement for two months
- 3. Photocopy proof of current residential address eg. Electricity, Telephone account or Council Rates notice
- 4. Contact details of Next of Kin provided ( refer item 7 )
- 5. Confirmation that you have inspected the property or waived
- 6. Complete all sections

ALL INFORMATION PROVIDED YES NO

**IMPORTANT :** If your application is approved .. you will be required to read and **sign a Tenancy Agreement** and **pay** two (2) weeks rent. The Bond of 4 weeks plus 2 weeks rent must be paid in full before commencement of the Tenancy. Payments are by Direct Deposit into our trust.

Commonwealth Bank Kirkwood Trust

BSB 064-185 Account Number. No: 1032 - 0141

**KEYS** to the property will **NOT** be provided **before the tenancy start date** under any circumstances.

We look forward to receiving your application



## 1. PROPERTY DETAILS

What is the address of the property you would like to rent?

  

I confirm I have inspected the above Property YES / NO

### PROPERTY RENT

\$  PER WEEK

### TENANCY START DATE

 /  / 

### LENGTH OF TENANCY

MONTHS

### HOW MANY PEOPLE WILL OCCUPY THE PROPERTY

ADULTS  CHILDREN

Do you currently have any other Tenancy Applications lodged with other Agents / Landlords ? YES / NO

## 2. PERSONAL DETAILS

Please provide your details

Mr  Mrs  Ms  Miss  Other

### FULL NAME

Date of Birth

 /  / 

Driver's licence (18+ card) no.

Driver's licence state

Passport no / Pension Number.

Passport country/ Pension Type

Are you a smoker?

Y / N

Why do you want this property?

### Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

PLEASE NOTE : To be fair to all, this application will not be processed unless it is filled out completely with copies of all supporting documents attached.

1. You will need to make arrangements as to the availability of services such as electricity, phone and internet.

2. You will be required to attend a sign up appointment within 48 hours and go through our introduction to renting .

3. All information in the marketing information is considered correct at the time of advertising, but no liability is taken for any errors in the material.

### Rent Payment.

Direct Debit is our preferred rent payment option and is a free option for tenants. Please speak to us about setting this up.

## PRIVACY DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. I acknowledge that this application is subject to approval of the owner/ lessor. I declare that all information given is true and correct and given of my own free will. I have inspected the property and found it to be suitable and in a satisfactory condition for occupancy. **I consent to receive electronic communication of emails under the Electronic Communication Act Qld.**

I authorise the agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, TICA, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to :

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

**Privacy Declaration Signature Only ;**

SIGNATURE  ..... DATE / /

### 3. PREVIOUS RENTAL HISTORY

What is your CURRENT residential address?

	Postcode

Length of Tenancy      Weekly Rent Paid      Tenancy Expiry

	Mths	\$	/ /
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Why are you leaving this address?

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Name of Real Estate Agent or Landlord

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Agent / Landlord **FAX ( essential )**      Agent / Landlord PHONE

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What was your PREVIOUS residential address?

	Postcode

Length of Tenancy      Weekly Rent Paid      Tenancy Expiry

	Mths	\$	/ /
--	------	----	-----

Name of Real Estate Agent or Landlord

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Agent / Landlord **FAX ( essential )**      Agent / Landlord PHONE

	\$
--	----

Was bond refunded in full?      If not why not?

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### 5. CONTACTS / REFERENCES

Please provide a contact in case of EMERGENCY

FULL NAME

--

Relationship to you      Phone no.

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Please provide two (2) personal references ( not related to you )

1. FULL NAME

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Relationship to you      Phone no.

--	--

2. FULL NAME

--

Relationship to you      Phone no.

--	--

### 7. NEXT OF KIN ( Other than a Proposed Tenant )

1. FULL NAME

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2. Address

--

Relationship to you      Phone no.

--	--

### 4. EMPLOYMENT HISTORY

Please provide your CURRENT employment details

CURRENT OCCUPATION      Full Time / Part Time / Casual

--	--

Employer's name / Business name & ACN No / Centrelink details  
(Please complete your relevant details)

--

Employer's address

Postcode

Contact name      Phone no.

--	--

Length of Employment      Net income

	Years		Months	\$
--	-------	--	--------	----

Please provide your PREVIOUS employment details

Occupation      Full Time / Part Time / Casual

--	--

Employer's name:

--

Length of employment      Net income

	Years		Months	\$
--	-------	--	--------	----

If Self Employed please provide Accountant details

Contact      Phone no.

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### 6. OTHER INFORMATION

Car Make / Registration / State/ trailers or boats

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Smokers ?    YES / NO

PETS ?    Breed / Type & Council Registration No

1.	
2.	

Name & ages of ALL occupants (including children) other than the applicant who will occupy these premises?


If student - name of TAFE, University OR College

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Faculty/Course      ID Number

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Do you own your own home or investment property?

Yes    No

SIGNATURE

DATE

	/ /
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## PRIVACY ACT ACKNOWLEDGEMENT FORM

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Kirkwood Real Estate  
Address: 8 Pikedale Street MURARRIE Q. 4172  
Ph: 0402218886  
Email: [peter@kirkwoodrealestate.com.au](mailto:peter@kirkwoodrealestate.com.au)

### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent. In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

### **During and after the tenancy we may need to disclose your personal information to**

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

### **TICA Statement**

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

### **Primary Purpose**

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA. The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

## **APPLICANT**

Name ..... Signature <sup>X</sup>..... Date / /

Witness Name ..... Signature ..... Date / /