

TENANCY APPLICATION



Homes4U
PTY LTD

7/349-351 MacDonnell Road, Clontarf Qld

Ph: 3049 9999

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PLEASE READ

Thank you for submitting your application through our agency for a rental property. Your application will be treated with high priority and we will endeavor to have an answer to you within 48 hours. You are more than welcome to contact us at any time to see how your application is progressing. The only time that applications are held up is if we are waiting on references to be forthcoming.

You must understand that we shall contact all real estate agents/lessors who you may have rented with previously and also employers. Your personal details will be searched through national tenancy databases e.g. TICA, so if you have had prior problems, it would be in your best interest to speak with us about those now.

IF YOUR APPLICATION IS APPROVED

You must pay two weeks' rent plus the required bond, to our agency within 24 hours of notification of your acceptance. At this time, you must also sign the General Tenancy Agreement. This Agreement is a legally binding document and once signed, is enforceable.

IF YOUR APPLICATION IS REJECTED

We are sorry but are not under any legal obligation to advise you as to the reason.

Each applicant is to supply **their own photocopies** of documentation required from the identification check list below. Each Applicant **MUST** provide either an original driver's licence, passport or 18+ card as photo identification to be compared to the photocopy provided. If none of these methods can be produced, your application will be rejected. You **MUST** also supply us with the last three payslips for each applicant.

This application will not be processed until all supporting documentation is attached.

Please provide the following for EACH intended leaseholder:

Form of ID

Driver's Licence; or
Passport; or
18+ card

Proof of Address














(showing current address only)
Motor vehicle rego certificate
Telephone account
Bank statement
Electricity account
Credit card statement

Proof of Income







Last 3 pay slips; or
Centrelink statement; or
Profit & Loss Statement (if you are a business)

Other Additional Docs Accepted

Birth Certificate
Last 4 rent receipts or tenant ledger
Previous tenancy references

PROPERTY ADDRESS	
How Did You Find Out About This Property	<input type="checkbox"/> H4U website <input type="checkbox"/> Domain.com <input type="checkbox"/> For Rent Sign <input type="checkbox"/> Rent.com <input type="checkbox"/> Referral <input type="checkbox"/> Realestate.com
First Applicant's Full Name and Address	Name..... Address.....
First Applicant's Personal Details	Date of Birth.....Place of Birth..... Driver's License No.....Expiry..... Passport No.....Expiry.....
First Applicant's Contact Details	 Home.....  Business.....  Mobile..... Email.....
First Applicant's Current Address (please provide 3 years worth of history)	Address..... Rent paid pw \$.....How Long..... Agent/Landlord.....  Business.....Fax.....  Email..... Do you expect your bond to be refunded in full? Yes/No
First Applicant's Previous Address	Address..... Rent paid pw \$.....How Long..... Agent/Landlord.....  Business.....Fax.....  Email..... Was your bond refunded in full? Yes/No
First Applicant's Current Employment	Employer..... Position Held.....How Long..... Status: Permanent/Part-time/Casual/Contract (circle correct answer) Who Do We Contact for Reference?.....  Business.....  Mobile.....  Email..... Weekly Gross Pay:
First Applicant's Previous Employment	Employer..... Position Held.....How Long..... Status: Permanent/Part-time/Casual/Contract (circle correct answer) Who Do We Contact for Reference?.....  Business.....  Mobile.....  Email..... Weekly Gross Pay:
If Self-Employed	Please provide a letter from your Accountant as to income for last financial year.
Australian Citizen	Yes/No - copy of Passport and Visa attached (if applicable)
Smoker	Yes/No
Motor Vehicles	Total number of vehicles to be kept at property..... Rego No.....Model..... Owned/Loan Rego No.....Model..... Owned/Loan Rego No.....Model..... Owned/Loan

Second Applicant's Full Name And Address	Name..... Address.....
Second Applicant's Personal Details	Date of Birth.....Place of Birth..... Driver's Licence No.....Expiry..... Passport No.....Expiry.....
Second Applicant's Contact Details	Home..... Business..... Mobile..... Email.....
Second Applicant's Current Address (please provide 3 years worth of history)	Address..... Rent paid pw \$.....How Long..... Agent/Landlord..... Business.....Fax..... Email..... Do you expect your bond to be refunded in full? Yes/No
Second Applicant's Previous Address	Address..... Rent paid pw \$.....How Long..... Agent/Landlord..... Business.....Fax..... Email..... Was your bond refunded in full? Yes/No
Second Applicant's Current Employment	Employer..... Position Held.....How Long..... Status: Permanent/Part-time/Casual/Contract (circle correct answer) Who Do We Contact for Reference?..... Business..... Mobile..... Email..... Weekly Gross Pay:
Second Applicant's Previous Employment	Employer..... Position Held.....How Long..... Status: Permanent/Part-time/Casual/Contract (circle correct answer) Who Do We Contact for Reference?..... Business..... Mobile..... Email..... Weekly Gross Pay:
If Self-Employed	Please provide a letter from your Accountant as to income for last financial year.
Australian Citizen	Yes/No - copy of Passport and Visa attached (if applicable)
Smoker	Yes/No
Names of All Other Occupants to Reside at Property	Name.....Age..... Name.....Age..... Name.....Age..... Name.....Age.....
Pets (I, the tenant, understand that it is my responsibility to ensure all pets are registered with Moreton Bay Regional Council at my expense. I also understand that I may need to make contact with MBRC to ensure the number of pets I have are allowed to be kept on the size block of the property for which I am applying.)	Yes/No Type.....Age.....Desexed: Yes/No .Reg No:.....Council..... Type.....Age.....Desexed: Yes/No .Reg No:.....Council.....

Emergency Contact Details of Closest Relatives Not Living With You	Name..... Relationship..... Address.....  Home.....  Mobile.....	Name..... Relationship..... Address.....  Home.....  Mobile.....
	Personal Referees (not relatives) Please ensure you have their permission.	Name..... Occupation.....  Home.....  Mobile.....

I/we give my/our truthful answers in relation to the following:

Have you ever been evicted by any lessor or agent?	Yes/No
Have you been refused another property by a lessor or agent?	Yes/No
Have you ever been declared bankrupt?	Yes/No
Are you in debt to another lessor or agent?	Yes/No
Is there any reason known to you that would affect your ability to pay rent when due?	Yes/No
Was your rental bond refunded in full from your last rental property?	Yes/No

I/We confirm that on I/We inspected the property the subject of this application and during that inspection I/we found the property to be clean and tidy and in a fit state of repair.

PLEASE NOTE—RENT PAYMENTS!!

Please tick one of the following options

☐ Simplerent - Direct Debit
 ☐ EFTPOS payable monthly only in office


simplerent.com.au

I acknowledge that I will be notified by SMS and/or Email to set up Rent & Bond payments online. I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

I acknowledge that by paying via “set & forget” scheduled direct debit, I will have access to SimpleDiscounts.com.au’s buying group discount program for a range of national retailers as eg: Woolworths, Dan Murphy’s BWS, Caltex Woolworths Petrol, Good Guys, Priceline and more.

Direct Debit one time set up cost is \$2.20, Bank Account “Set & Forget” scheduled direct debit transactions \$1.50, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%). Failed payments \$13.90; all fees are charged by the payment provider IntegraPay user ID 38220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team.


HASSLE FREE CONNECTIONS

FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino’s voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

E: support@movemein.com.au

P: 1300 911 947 www.movemein.com.au

DECLARATION

I/We declare that the information provided in this application is true and correct. I/We consent to this application being verified by the agent. .

I/We understand that this application will be referred to the owner of the said property for final approval and if for some reason the owner rejects my/our application, the agent is not at liberty to provide any information to me/us as to why the application has been rejected.

I/We wish to apply to rent the afore-mentioned property for an initial tenancy of..... months at a weekly rental of \$..... I/We would ask that the lease commence on.....If my/our application is approved by the agent and/or lessor, I/we agree to pay the amount of \$..... to the agent within 24 hours of approval, being two weeks' rent in advance plus the bond.

PRIVACY NOTICE AND CONSENT

Homes4U Pty Ltd (ACN 145 212 719 trading as Homes4U Pty Ltd is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Homes4U Pty Ltd's condensed Privacy Notice. Homes4U Pty Ltd also has a full Privacy Policy, which contains information about how you can complain about any breach by Homes4U Pty Ltd of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed via our website – www.homes4u.net.au.

Information Collection, Use and Disclosure

During the course of your involvement with Homes4U Pty Ltd, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to lease a property;
- Assisting you to obtain a loan (including, but not limited to a Bond Loan);
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property leased by you;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases, including but not limited to TICA;
- Disclosing information to Debt Collection Agencies and Insurance Companies;
- Client and business relationship management;
- Marketing of products and services to you;
- Arranging a valuation on behalf of the Owner of the leased property.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your current and past employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties previously rented by you;

In order to provide products and services to you, we may disclose your personal information to the persons/ organisations described below:

- In the event that you are a lessee, we may disclose your personal information to prospective buyers of the property leased by you;
- In the event that you are a lessee, we may disclose your personal information to the sellers of the property you are leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations, including but not limited to Rentpay and Rental Rewards;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases including but not limited to TICA;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the consent below of this document to indicate your consent.

In the event that you do not consent to Homes4U Pty Ltd collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Homes4U Pty Ltd update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



7/349 MacDonnell Road, Clontarf Qld 4019



07 3049 9999



admin@homes4u.net.au

PRIVACY CONSENT

I, _____
(Full name of applicant/s)

of _____
(Residential Address)

have read and understood the Privacy Notice and Consent information provided on pages 5& 6 of this application. I authorise employees of Homes4U Pty Ltd, and independent contractors of Homes4U Pty Ltd including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 t& 3 o assist with my involvement with Homes4U Pty Ltd. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Homes4U Pty Ltd, Homes4U Pty Ltd may be unable to provide the products or services I have requested.

I/We agree to be contacted by electronic and/or SMS methods.

DATED : _____

Signature of First Applicant

Print Full Name of First Applicant

Signature of Second Applicant

Print Full Name of Second Applicant

Parent/Guardian Signature (if applicant under 18 years of age) _____

Parent/Guardian Name (if applicant under 18 years of age) _____