

Application for Residential Tenancy

(One application to be completed per person)



Part 1 Rental Property Details

Accredited Agency

Item 1: Agent Details

Agency name:

Grants Enterprises Pty Ltd t/a Parkwood Realty

Address:

PO Box 4120
KIRWAN QLD 4817

Phone:

07 47 737 533

Mobile:

0438 158 351

Fax:

07 47 737 588

Email: parkwood@parkwoodvillas.com.au

Item 2: Property Details

Property address

Unit _____, 1 Burda Street
KIRWAN QLD 4817

Rent \$

a week

a fortnight

a month

Bond \$

Tenancy term

Fixed Term Agreement

Insert "fixed term agreement" or "periodic agreement".

Starting on

Ending on

Part 2 Applicant Details

Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

Item 4: Dependants

Do you have any dependants? Yes No

Dependant full name(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Relationship to Applicant

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Dependant Date of Birth

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Item 5: Smoking

Are you or any of the dependants living with you a smoker? Yes No

Item 6: Pets

Do you intend to keep pets at the property? Yes No

Number of pets

Type of pet/s

Are your pets registered with a council? Yes No

If Yes, please state which council:

Item 7: Applicants Address History

Current residential address

[Empty address field]

Period of occupancy [] Type of occupancy: Rent Owner Other > []

Current Agent/Lessor (if renting) [] Agent/Lessor phone []

Current rent \$ [] a week a fortnight a month Reason for leaving: []

Previous residential address

[Empty address field]

Period of occupancy [] Type of occupancy: Rent Owner Other > []

Previous Agent/Lessor [] Agent/Lessor phone # fax no []

Current rent \$ [] a week a fortnight a month Reason for leaving: []

Item 8: Employment Details

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full Time Part Time Casual Contract Self employed

Occupation [] Net income (per week) \$ []

Date commenced employment (approx) [] Date terminated employment (if any) []

Employer/Business Name []

Address [] Phone []

If self employed, Accountant's Name [] Phone []

Item 9: Centrelink Payments

Are you receiving any regular Centrelink payments? Yes No

Description of payment(s) []

Total income (per week) \$ [] Date payments commenced []

Item 10: Student Details

Are you studying full time? Yes No

Name of education institution you are currently attending [] Student Identification Number []

Are you an overseas student? Yes No If yes, Visa expiry date: []

Item 11: Personal References

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 12: Personal Representative

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

Part 3 Supporting Documents

Item 13: Identification

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

Passport

Full birth certificate

Citizenship certificate

40 Points

Australian driver's licence

Student Photo ID

Department of Veterans Affairs card

Centrelink Card

Proof of age card

State/Federal Government Photo ID

25 Points

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

Item 14: Proof of Income

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Statement.

Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor True False
2. have no known reasons that would affect my ability to pay rent True False
3. was refunded the rental bond for my last address in full (if applicable) True False
If false, please advise what deductions were made from your bond?
4. have no outstanding debt to another agent/lessor? True False
If false, why are you in debt to your past agent/lessor?

Part 5 Acknowledgement

Please acknowledge the following by selecting either Yes or No

I, the Applicant,

1. 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
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. Yes No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; Yes No
10. declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant

Signature

Date

SPECIAL CONDITIONS OF PARKWOOD VILLAS TENANCY AGREEMENTS

1. If there are any inconsistencies between the Standard Conditions and these Special Conditions then the Standard Conditions will prevail.
2. The Tenant/s acknowledge/s that he/she/they have received a copy of the PARKWOOD VILLAS By Laws and Form 17a and agree to be bound by the By Laws.
3. The Tenant/s acknowledge/s that he/she/they have received a copy of these Special Conditions and have perused these prior to entering the Lease and further agree to be bound by these Conditions.
4. Any pets must be authorised in writing by PARKWOOD REALTY. The unit and courtyard must be professionally fumigated to the satisfaction of PARKWOOD REALTY on vacating and a receipt is to be provided.
5. Tenant/s are responsible for keeping their unit and surrounding area in a neat and tidy state. No unregistered vehicles are to be kept on the premises nor are any repairs to be carried out to any vehicle on the premises.
6. Tenant/s will allow access to the courtyard of the unit for the purposes of maintaining the yard and irrigation.
7. Tenant/s will not allow any hooks, nails, screws or sticky substances to be placed on any doors, walls, cupboards or the ceiling of the unit. Any damage caused by any of the above will be repaired at the Tenant/s cost prior to the Bond being released.
8. Tenant/s will attend to the cleaning of air-conditioning filters at their cost on a regular basis to maintain efficiency and to reduce running costs. If, in the opinion of an authorised air-conditioning repairer that damage to an air-conditioner is through lack of filter maintenance, the Tenant/s will be responsible for any necessary repairs to the air-conditioning unit.
9. Smoking is prohibited in the unit at any time.
10. The Tenant/s acknowledge that he/she/they are responsible for the replacement of all light bulbs in the unit and also for the replacement of all starters, batteries for smoke detectors, garage remote controllers and air-conditioning remote controllers.
11. The Tenant/s must pay all rent up to and including the vacation date.
12. If the tenancy is broken or terminated by the Tenant/s for any reason prior to the expiration of the Tenancy, the Tenant/s is/are liable for a re-letting fee equal to one week's rent **plus** GST and is further liable to pay the rent due as per the Tenancy Agreement until such time that a new tenant has entered into a valid Tenancy Agreement for the premises.

13. Carpets, vertical drapes, blinds, curtains upon vacation of the property are to be professionally cleaned to the satisfaction of PARKWOOD REALTY and a receipt must be provided.
14. Wheelie bins must be emptied and cleaned on the date of vacation. Any other rubbish/belongings left by the Tenant/s in or around the unit on vacation date will be removed and disposed of and all charges will be the responsibility of the Tenant/s and will be deducted from the Bond refund if not paid beforehand.
15. A \$50.00 plus GST service charge will be incurred and charged to the Tenant/s for each and every service contractor that PARKWOOD REALTY must engage at the date of vacation. The Tenant/s will further be liable for the invoice provided by the service contractors for any repairs carried out due to any damage caused by the Tenant/s.
16. Upon finalisation of all cleaning/repairs and a satisfactory final inspection by PARKWOOD REALTY, all Bond refund paperwork will be provided to the Tenant/s.



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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 and if considered acceptable provide you with a tenancy for the property. 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 and TICA Assist 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 and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian 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. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Privacy Notice and Consent

Consent

I, _____
(Full Name)

Of

(Residential Address)

have read and understood the attached information. I authorise employees of Grants Enterprises Pty Ltd t/a Parkwood Realty, and independent contractors of Grants Enterprises Pty Ltd t/a Parkwood Realty including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on pages 2 and 3 to assist with my involvement with Grants Enterprises Pty Ltd t/a Parkwood Realty. 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 Grants Enterprises Pty Ltd t/a Parkwood Realty, Grants Enterprises Pty Ltd t/a Parkwood Realty may be unable to provide the products or services I have requested.

Signed _____ Date _____

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

Privacy

Grants Enterprises Pty Ltd (ACN 50 081 558 901) trading as **Parkwood Realty** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **Grants Enterprises Pty Ltd t/a Parkwood Realty's** condensed Privacy Notice. **Grants Enterprises Pty Ltd t/a Parkwood Realty** also has a full Privacy Policy, which contains information about how you can complain about any breach by **Grants Enterprises Pty Ltd t/a Parkwood Realty** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at the office in Parkwood Villas.

Information Collection, Use and Disclosure

During the course of your involvement with Grants Enterprises Pty Ltd t/a Parkwood Realty, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;

- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

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 employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned 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 seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or 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 owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;

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- Persons or organisations involved in purchasing part or all of our business;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- 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 first page of this document to indicate your consent.

In the event that you do not consent to Grants Enterprises Pty Ltd t/a Parkwood Realty 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 Grants Enterprises Pty Ltd t/a Parkwood Realty 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:



PO Box 4120
KIRWAN QLD 4817



07 47 737 533



parkwood@parkwoodvillas.com.au