



PO Box 1012, Innisfail Qld 4860

Phone: 0402 909120

Email: admin@qualityrentals.com.au

APPLICATION FOR RESIDENTIAL TENANCY

ALL SECTIONS OF THIS APPLICATION FORM MUST BE COMPLETED BEFORE THIS APPLICATION IS PROCESSED

IF YOU HAVE ANY QUESTIONS RELATING TO THE APPLICATION PLEASE FEEL FREE TO CALL OR EMAIL.

EACH APPLICANT WILL REQUIRE TO PROVIDE AT LEAST 3 FORMS OF IDENTIFICATION (1 MUST BE PHOTO ID), OTHER APPROVED IDENTIFICATION INCLUDE: MEDICARE CARD, KEYCARD, BIRTH CERTIFICATE, HEALTH CARE CARD, PENSION CARD, RECENT PHONE/ELECTRICITY ACCOUNT.

Property Address:
Lease Commencement Date:
Length of Lease:
Rent per week:

Full Name:		D.O.B.:
Mobile:	Home:	Work:
Email:		
Drivers Licence #:	Passport #:	

No. to occupy the property:	Adults:	Children:
Other applicant name/s	1.	2.
	3.	4.

Note: If other occupant/s are 18+ years of age, then they are to complete a separate application and provide ID

Current Address:	
Current Agent/Landlord:	Phone:
Period of Occupancy:	Rent per week: \$
Reason for Vacating:	
Previous Address:	
Previous Agent/Landlord:	Phone:
Period of Occupancy:	Rent per week: \$
Reason for Vacating:	

Current Occupation:		Period of Employment:
Employer:		
Contact Name:	Phone:	
Weekly Income: \$	Type of Employment: <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Previous Occupation:		Period of Employment:
Employer:		
Contact Name:	Phone:	
Weekly Income: \$	Type of Employment: <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	

Note: Please provide last two payslips.

Do you receive Centrelink payment:	<input type="checkbox"/> YES (please provide statement)	<input type="checkbox"/> NO
Type of Benefit:	Amount: \$	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly

Referee:	Phone:	Relationship:
Referee:	Phone:	Relationship:
Emergency Contact:	Phone:	Relationship:

Note: Personal Referee are not to be family members/relatives.

Do you have any pets?:	Type(s):	Breed(s):
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Have you ever had a tenancy terminated by an Agent or Landlord?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what for:		
Are you currently in debt to another Agent or Landlord?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any deductions ever been made from your rental bond?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, what for:		

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? _____

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 attached to this application form. 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 Act1999 (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:** _____



Privacy Notice and Consent

Consent

I,
(Full Name)

Of,
(Residential Address)

Have read and understood the attached information. I authorise employees of Innisfail Quality Rentals, and independent contractors of Innisfail Quality Rentals, including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Innisfail Quality Rentals. 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 Innisfail Quality Rentals, Innisfail Quality Rentals may be unable to provide the products or services I have requested.

Signed:

Date: _____

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

Privacy

Innisfail Quality Rentals is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Innisfail Quality Rentals full Privacy Policy, which contains information about how you can complain about any breach by Innisfail Quality Rentals of the APPs or an applicable APP Code.

Information Collection, Use and Disclosure

During the course of your involvement with Innisfail Quality Rentals, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to purchase a property;
- Assisting you to sell your 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
- Any further information which is written on the Privacy Notice and Consent Form

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;
- Any further information which is written on the Privacy Notice and Consent Form

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;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- 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; for example realestate.com.au, a1realty.com.au, etc
- Real estate peak bodies;
- Any further information which is written on the Privacy Notice and Consent Form

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 Innisfail Quality Rentals 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 Innisfail Quality Rentals update or correct your personal information. A charge may apply for providing access to your information.

To request information on your personal information from Innisfail Quality Rentals, we will require a written request in the form of a letter, email or fax. This letter must contain your full name, address and signature. Upon receiving this request, Innisfail Quality Rentals will post the information within seven working days of receiving the request. If you would prefer to collect the information, it will be available after seven days of your request. If there is a difference between the current address and the one we hold on file, identification must be provided with the current address.

If there is incorrect information held by our office, please advise us in writing and we will amend our records within 7 working days of receiving the amendment. Once we have altered our information, we will send you a copy of the corrected information within 7 working days of the amendment taking affect.

Contacting Us

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

Postal Address: PO Box 1012, Innisfail Qld 4860

Phone: 0402 909120

Email: admin@qualityrentals.com.au