

# RE/MAX TENANCY APPLICATION FORM

PROPERTY ADDRESS .....

**WARNING - YOU MUST READ THIS INFORMATION PRIOR TO COMPLETING YOUR TENANCY APPLICATION FORM. IF YOUR FORM IS NOT FILLED IN CORRECTLY, IT WILL NOT BE PROCESSED.**

1. One application must be completed and signed for each person wanting to reside in the property.
2. Applications that are not correctly completed will NOT be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. Your application MUST contain copies of current proof of identification and current proof of income. Outlined below are examples of suitable proof. Suitable proof needs to be present for your application to be processed.

**A. IDENTIFICATION**

You, as the Applicant, are required to provide 100 points of identification as outlined in 100 Point Identification and Terms and Conditions' sections on page eight of this document.

**B. PROOF OF INCOME**

You, as the Applicant, are required to provide a current copy of any one of the following:

- Your last two payslips
- Employment Contract
- Letter of Parental Support (if insufficient independent income)
- Bank statements showing regular lump sum deposits from your employer

## HOW LONG DOES IT TAKE TO PROCESS AN APPLICATION?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. We will keep you updated via SMS as to the progress of your application.

If your application is approved, all parties will be required to attend a sign-up appointment within 24 to 48 hours of acceptance and you will be required to pay a BOND equal to FOUR WEEKS' RENT to secure the property. The property will not be held until the Tenancy Documentation has been signed and the Bond has been paid.

You, the applicant, accepts that if the application is rejected, the agent is not legally obliged to provide reasons as to why. You also agree that you will not raise any objection for not being provided a reason for any rejection of this application. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I/We the applicant accept the property in its present condition: YES / NO  
(A detailed condition report will be completed prior to you taking possession)

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## PRIVACY NOTICE AND CONSENT

### Privacy

DC & M Schoeman Pty Ltd trading as RE/MAX Genesis is committed to protecting your privacy in compliance with the **Privacy Act 1988** (Cth) and the Australian Privacy Principles (APPs). This document sets out RE/MAX Genesis condensed Privacy Notice. RE/MAX Genesis also has a full Privacy Policy, which contains information about how you can complain about any breach by RE/MAX Genesis of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at <http://www.outstandingagents.com.au/privacy-policy>.

### Information Collection, Use and Disclosure

During the course of your involvement with RE/MAX Genesis, 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;



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

- 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;
- 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 RE/MAX Genesis 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 RE/MAX Genesis 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.

## Consent

We have read and understood the attached information. We authorise employees of RE/MAX Genesis, and independent contractors of RE/MAX Genesis 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 RE/MAX Genesis. 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 RE/MAX Genesis, RE/MAX Genesis may be unable to provide the products or services I have requested.

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....

NAME: ..... Signature: ..... Date: .....

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



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## APPLICANT ONE

Full Name: ..... Date of Birth: .....

Phone: ..... (mob) ..... (h)..... (w)

Email: .....

Drivers Licence # ..... Licence State: .....

Passport # ..... Smoker: Y / N (circle)

Vehicle to be kept on premises: .....

Make/Model/Year: ..... Registration: .....

Names and ages of Dependants to occupy the premises:

.....

.....

Pets owned & type/age: .....

## TENANT RENTAL HISTORY (please provide at least 5 years of history)

Current Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....

Previous Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....

Previous Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## INCOME DETAILS (Please attached last 2 payslips)

Occupation: .....

Current Employer: .....

Phone: ..... Fax: ..... Email: .....

Period of employment: ..... Net Weekly Income: \$.....

### **\*\* If Self Employed**

Name of Business: ..... ABN: .....

How long have you been Self Employed?: .....

Name of Accountant: ..... Phone: .....

## REFERENCES - PERSONAL / NEIGHBOUR (do not include relatives)

ALL details to be completed

1) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

2) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

3) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

## NEXT OF KIN - Emergency Contacts (not living with you)

1) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

2) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

Have you ever been evicted by any lessor or agent? YES / NO

Have you ever been refused another property by any lessor or agent? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any reason known to you that would affect your rent payment YES / NO

Was your rental bond at your last address refunded in full YES / NO

If NO - what deductions were made? Rent Arrears: \$.....

Repairs: \$.....

Cleaning: \$.....

Other: \$.....

ADDITIONAL NOTES: .....



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## APPLICANT TWO

Full Name: ..... Date of Birth: .....

Phone: ..... (mob) ..... (h)..... (w)

Email: .....

Drivers Licence # ..... Licence State: .....

Passport # ..... Smoker: Y / N (circle)

Vehicle to be kept on premises: .....

Make/Model/Year: ..... Registration: .....

Names and ages of Dependants to occupy the premises:

.....

.....

Pets owned & type/age: .....

## TENANT RENTAL HISTORY (please provide at least 5 years of history)

Current Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....

Previous Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....

Previous Address: .....

Period of Occupancy: ..... Rent Paid: \$ .....

Agent/Owner: ..... Ph: ..... Fax: .....

Reason for leaving: .....

.....



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## INCOME DETAILS (Please attached last 2 payslips)

Occupation: .....

Current Employer: .....

Phone: ..... Fax: ..... Email: .....

Period of employment: ..... Net Weekly Income: \$.....

### **\*\* If Self Employed**

Name of Business: ..... ABN: .....

How long have you been Self Employed?: .....

Name of Accountant: ..... Phone: .....

## REFERENCES - PERSONAL / NEIGHBOUR (do not include relatives)

ALL details to be completed

1) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

2) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

3) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

## NEXT OF KIN - Emergency Contacts (not living with you)

1) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

2) Name: ..... Relationship: .....

Address: ..... Phone: ..... Email: .....

Have you ever been evicted by any lessor or agent? YES / NO

Have you ever been refused another property by any lessor or agent? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any reason known to you that would affect your rent payment YES / NO

Was your rental bond at your last address refunded in full YES / NO

If NO - what deductions were made? Rent Arrears: \$.....

Repairs: \$.....

Cleaning: \$.....

Other: \$.....

ADDITIONAL NOTES: .....



# RE/MAX Genesis

# RE/MAX TENANCY APPLICATION FORM

## 100 POINT IDENTIFICATION

I agree to provide 100 point identification calculated by the following documentation:

- Driver's License - (showing current address) or 18+ Card 60 points
- Passport 60 points
- Tenant ledger or mortgage payment statements 40 points
- Recent utilities' account - (showing current address) 30 points
- Birth Certificate 20 points
- Student Identification 20 points
- Credit card with signature 20 points
- Pension Card 20 points
- Bank cards with signature 20 points
- Pension Card 20 points
- Medicare Card 10 points

If you are unable to meet the 100 point criterion please speak with our Property Manager.

### TERMS AND CONDITIONS

1. I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement. 2. I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and /or bond paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance. 3. I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor). I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date). 4. I understand that should my application be denied by the lessor that there is not a legal requirement to disclose reasons as to why. 5. I understand that if I have any questions about the Tenancy or the Application process that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms and Tenancy Information Statement prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond) are taken. 6. I understand that I will be required to pay a full bond of four weeks' prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor). 7. I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency. 8. I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, trades-people / contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. 9. Under the Australian Privacy Principles we are obliged to inform you should your application not be successful your Tenancy Application Form will be shredded within four weeks of advice to you that your application was not successful. Alternatively, if you would prefer, you are welcome to pick up the Tenancy Application Form from our office within that four week period.

NAME: ..... Signature: ..... Date: .....  
NAME: ..... Signature: ..... Date: .....  
NAME: ..... Signature: ..... Date: .....  
NAME: ..... Signature: ..... Date: .....



# RE/MAX Genesis





Cnr Currie & Howard Sts  
Nambour QLD 4560  
Ph: 07 5470 7000 F: 07 5441 7357  
E: outstandingagents@remax.com.au

### Your FREE No Obligation Connection Service

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity  Gas  Pay TV  Insurance   
 Internet  Phone  Removalist

<b>Name of Applicant</b>
<b>Address For Connection</b>
<b>Postcode</b>

Contact Phone Number  Date Of Birth   
 CONNECTION DATE

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:  Date:

**P: 1300 664 715 F: 1300 664 185 W: [www.agents.directconnect.com.au](http://www.agents.directconnect.com.au)  
 Level 9 Toowong Tower, 9 Sherwood Rd, Toowong QLD 4066**