

Tenancy Application Form



Please complete this application form through the PDF digital option in full and attach a photocopy of all supporting documentation prior to submission in ONE EMAIL. NO PRINTED AND HAND-WRITTEN SUBMISSIONS WILL BE ACCEPTED.

I, _____
<NAME/S>

confirm that I have seen the property

_____ <PROPERTY ADDRESS>

on _____ and wish to apply for the

<DATE>

property in its current condition.

Slade Property Policy & Procedures

- Applications are processed Monday to Friday only, please allow 2 business days provided that all required information has been submitted;
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant in the one email. Please complete all details accurately, as incorrect details could void your application;
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA);
- You will receive sms and email updates throughout the process please do not call the office to check on the status of your application;
- Applications are referred to the owner of the property and the owner's decision is considered final.

COMPULSORY				
Proof of Income / 3 Pay Slips	Drivers Licence	40 Points	Proof of Address	25 Points
Centrelink Statement	Birth Certificate	70 Points	Rates Notice	25 Points
Current Bank Statement	Bank Card / Medicare Card	25 Points	Current Passport	70 Points
Photo of All Pets (if applicable)				

Should Your Application Be Successful

- You will be required to pay the first two weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. A tenancy induction will be conducted with ALL tenants as soon as possible after approval. Once the Tenancy Agreement has been signed you will be required to pay the bond. We require cleared funds into our account before the keys can be collected.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- If your weekly rent is more than \$700 you will be required to pay 6 weeks' bond. If your weekly rent is less than \$700 you will be required to pay 4 weeks' bond.
- We do not accept bond transfers; however, Qld Housing Bond Loans will be accepted once approved and Form 2c Signed in Office. You may also apply through EasyBond Pay.

I have read, understand and agree to all of the terms above

Signed: _____

If you are unable to sign the application electronically -
typing your name here will acknowledge your consent to the terms of application.

Application Checklist for Tenants

- 100 Points of ID Attached
- Compulsory Docs Attached
- Viewed the property
- Completed all sections accurately
- Have completed the Pet Application Section as I have pets
- Have not completed the Pet Application Section as I do not have pets
- Have signed the My Connect Utilities Page
- Have filled this application in electronically ONLY

RENT PAYMENT SELECTION

- DIRECT DEBIT** – this has no set up fee but does include a \$20 bank fee if your rent bounces due to customer error
- BPAY Card** - \$25 per six months to keep active.

I declare that I have completed and attached the required information as outlined above.

Signed: _____

Property Details

Proposed Property		
Rent per week \$	Preferred Lease Term _____Years _____Months	Preferred Start Date: ____/____/____

Personal Details

Full Name			
Date of Birth		Marital Status	
Mobile		Email	
Total Number of Occupants under 18 years to reside at the premises		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Have you been known by any other name?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoker	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passport	Country of Issue	Expiry Date:	

Details of all Pets owned by applicants

Type of Pets	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Number of Pets	
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Details of all Vehicles to be kept on the property

Make		Model	
Year		Registration	Driver License #
Do you own a boat/caravan/trailer that will be kept at the property			<input type="checkbox"/> Yes <input type="checkbox"/> No
			Type

Residency Details (if you currently own your property, please provide a copy of your latest rates notice)

Current Address			
Occupancy Period	Rent Paid	\$	
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	

Previous Address			
Occupancy Period	Rent Paid	\$	
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	
Bond Refunded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, why not?	

Home Owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you currently own your own property please provide a copy of your latest rates notice
Investment Property Owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you currently own your own investment property please provide a copy of your latest rates notice

Current Occupation (Proof of income must be provided)

Current Occupation					
Current Employer					
Employer Address					
Payroll Contact	Ph	Email			
Employment Period		Gross Weekly Salary	\$	Net	\$
If Employed For Less Than 3 Months – Provide Previous Employer					

If Self Employed (Income and Expenses EOFY statement must be provided)

Name of Business					
Type of Business					
Address of Business					
Accountant Details		Ph			
Average Weekly Income		Period of Self Employment			
If Employed For Less Than 6 Months – Provide Previous Employer					

Other Income Details	e.g. Centrelink
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Education (Complete if you are currently undertaking educational studies)

Name of Tafe Uni			
Faculty / Course		Student ID Number	

Personal References (References CAN NOT be relatives)

Name			
Address		Ph	
Relationship		How long have you known them?	

Name			
Address		Ph	
Relationship		How long have you known them?	

Business / Work References (Must be different to your payroll contact)

Name			
Business Name		Ph	
Address			

Name			
Business Name		Ph	
Address			

Emergency Contact (Please ensure your emergency contact is not someone applying for the property with you)

Name		Ph	
Address			

Pet Application and Agreement

Property Address _____

Tenant Name _____

Pet Details

Item	Pet 1	Pet 2
Type / Breed of Pet/s		
Name/s		
Age		
De-sexed		
Council Registration Number		
Description		
Photo Provided?		
Inside or Outside Pet	<input type="checkbox"/> Inside Only <input type="checkbox"/> Outside Only <input type="checkbox"/> Both	<input type="checkbox"/> Inside Only <input type="checkbox"/> Outside Only <input type="checkbox"/> Both

Emergency Pet Carer

Name		
Address		
Phone Number	Work Number	Mobile Number

Veterinarian

Name		
Address		
Phone Number	Work Number	Mobile Number

TERMS AND CONDITIONS

The Tenant/s acknowledges and agrees to the following terms:

- The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
- Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed.
- The Tenants shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or Guest and regardless of their approval status.
- The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
- The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards. Receipt is to be provided to Lessor / Lessor's Agent upon completion.
- The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
- By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
- That the pet/s will not be fed on carpeted areas inside the property.
- During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
- The Tenant/s are required to ensure that the Approved Pet/s are registered with the Sunshine Coast Council or Noosa Shire Council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
- The Tenant/s agree that if there should be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the tenant/s own expense.
- That the pet/s shall not be allowed outside of the premises unsupervised.
- That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours.
- To ensure grounds and surrounding outdoor areas are kept clean and free from animal feces and other mess.
- To repair any damage caused by the pet immediately, including re-turning of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences, or furniture.
- The Tenant/s have inspected the property and is satisfied that the fencing is adequate for the confining of the pet. The Tenant/s further acknowledges and agrees that should there be additional work either at the start of the tenancy or during the tenancy to upgrade the fencing for the confining of the pet/s this will be at the complete cost to the Tenant/s. The tenant further acknowledges that the Lessor / Lessor's Agent neither expressly or implied warrant the suitability of the fencing for the confining of the pet this is at the tenants' sole discretion;

Acknowledgement by Applicant

Applicant Name	Signature	Date
Applicant Name	Signature	Date
Applicant Name	Signature	Date

After Processing Application

Application Result

DECLINED

APPROVED

The above mentioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgements outlined in the Application above.

Authorisation by Agent / Lessor

Applicant Name	Signature	Date
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COMPARE, CONNECT & SAVE
Select services you want connected

ELECTRICITY	GAS	INTERNET	PHONE	PAYTV	WATER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save time and money when you're moving. Let Slade Property and My connect arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

My Connect will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, My Connect may then need to disclose your personal information to the selected utility company. My Connect is unable to accept responsibility for any delay or failure to connect your utility service. My Connect is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with My Connects Privacy Policy.

Privacy Statement

Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose our details to service providers relevant to the tenancy including maintenance contractors and owners' insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our Privacy Officer. If you do not complete this form or do not sign the consent below, your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Consent

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement. I authorise Slade Property to collect information about me from:

My previous letting agents and/or landlords;

My personal business/work/employment & emergency referees

Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any future defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Slade Property to disclose the personal information collected about me to the owner of the property and to any third parties such as valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name _____

Signature _____ Date _____

If you are unable to sign the application form electronically – Typing your name here will acknowledge your consent to the terms of the application.



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facebook.com/SladeProperty