



TENANCY APPLICATION

NAME: _____ ADDRESS: _____ LEASE LENGTH: _____ WEEKLY RENT: _____ START DATE: _____	CONTACT: Keri James PHONE: 0481 326 328 EMAIL: rentals@aumronline.com CONTACT: David Canham PHONE: 0481 326 328 EMAIL: rentals@aumronline.com
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The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following:	
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Drivers Licence	60
<input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	30
<input type="checkbox"/> 2 recent Pay Advices	20
Documents on which your name and current address appear:	
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity :count	10
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas :count	
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Applicant Checklist - Before I submit this Application, I have:-

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents

- Inspected the Property both internally and externally

- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		//	am/pm
<input type="checkbox"/> Original ID signatures same as Application		//	am/pm
<input type="checkbox"/> Tenant viewed the RTA Form 18a		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

Applicant's Details:

Name

Current Address

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☐ Mobile

Email

Australian Citizen"

Yes No: Refer to copies of Passport and Visa attached

Visa Expiry Date

Current Tenancy Details if applicable:

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord

☐ Business

Email

Do you expect the Bond to be refunded in full

Yes

No

Why:

Previous Address:

Address

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord

☐ Business

Email

Employment:

Current Employer

Your Position

Full Time

Part Time

Casual

Contract

Length of Employment: Years _____ Months _____

Payroll / Manager's Name

Business

Weekly Income : (GROSS) \$

(NET) \$

If Self Employed:

Company Name

Trading As

Address

ABN

Period self-employed: Years _____ Months _____

Industry/ Nature of Business

Accountant Details

☐ Business

Creditor Referee

☐ Business

Weekly Income : (GROSS) \$

(NET) \$

Other Income

Source of income:

Other If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
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Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter
 Centerlink Document
 Bank Statements
 Austudy Document
 Other

Details of all Vehicles to be kept at the Property

Registration No.	Make/Model Owned / Hire Purchase
Registration No.	Make/Model Owned / Hire Purchase

Occupancy Details of all Persons to Reside at Property, Including Children

Name	Address	Age
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Pets No Yes: (TYPE / BREED: _____)

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship H	Relationship H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees who are not Relatives

Name	Occupation { Business Hours Contact
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1.
{ Mob

2.
{ Mob

Weekly Income:

Declarations – Applicant to Complete and Provide Details as Required

TENANCY APPLICATION

Have you ever been evicted by any Lessor or Agent? No Yes:
Are you in debt to another Lessor or Agent? No Yes:
Is there any reason known to you that would affect your ability to pay rent when due? No Yes:
Was your Bond at your last address refunded in full? Yes No:
Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Electronic funds Transfer for rent payments.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE:

Date:

AUMR Property Management Group
0450 805 841

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **AUMR Pty Ltd** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **AUMR Pty Ltd Unit Trust**.

I authorise **AUMR Pty Ltd Unit Trust** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **AUMR Pty Ltd** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **AUMR Pty Ltd** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **AUMR Pty Ltd Unit Trust** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

*** ACKNOWLEDGEMENT AND CONSENT BY APPLICANT ***

Applicant Name	
Applicant Signature	
Date	
Time	

***PLEASE ENSURE THIS IS SIGNED**

TENANCY APPLICATION