

# TENANCY APPLICATION

**AGENCY NAME** Burton and Ryan Property Agents  
**ADDRESS** Shop 1, 209 Days Road, Grange  
**PHONE** 07 3174 5000 **FAX** 07 3174 5001  
**EMAIL** leasing@burtonandryan.com



Burton and Ryan welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly. The Burton and Ryan staff will contact you within 2-3 business days. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

**Applicant Checklist - Before I submit this Application, I have ...**

- Attached photocopies of documents to meet 100 or more points of ID
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property if applicable

100 points of ID required. Must have items that are marked with\*

**Declarations – Applicant to Complete and Provide Details as Required**

Drivers Licence/18 + Card *	40 Pts	Bank Statement	10 Pts
Passport	40 Pts	Telephone Account	10 Pts
Birth Certificate	30 Pts	Gas Account	10 Pts
Photo Identification (current)	30 Pts	Electricity Account	10 Pts
Previous 3 rent receipts	20 Pts	Credit Card	10 Pts
4 Current Payslips *	20 Pts	Savings/Access Card	10 Pts
Car Registration	20 Pts	Medicare Card	10 Pts
Concession Card	20 Pts	Rates Notices	10 Pts

- 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:

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 DEFT Payment Systems for rent payments and if used the Tenant will incur a fee per transaction. (Charges available)

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to Burton and Ryan Property Agents.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b>	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>			<b>\$</b> Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

**Date**

**In Presence of Agency Representative**

**Date**

**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 given RTA Form 18a to view		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

**PROPERTY ADDRESS FOR RENT:** \_\_\_\_\_

TOTAL ADULT APPLICANTS: \_\_\_\_\_ TOTAL DEPENDANTS: \_\_\_\_\_

PET/S NUMBER \_\_\_\_\_ PET TYPE/BREED \_\_\_\_\_

**PERSONAL DETAILS**

NAME \_\_\_\_\_ D.O.B \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_ DRIVERS LICENCE NO \_\_\_\_\_ EXP \_\_\_\_\_

PASSPORT NO \_\_\_\_\_ EXP \_\_\_\_\_

**CURRENT TENANCY / OWNERSHIP DETAILS**

ARE YOU CURRENTLY:  RENTING THROUGH AN AGENCY  OWN YOUR OWN PROPERTY  LIVING WITH FAMILY

Reason for leaving: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RENT PER WEEK \$ \_\_\_\_\_ PERIOD OF OCCUPANCY \_\_\_\_\_

AGENT / LANDLORD NAME \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**PREVIOUS TENANCY / OWNERSHIP DETAILS**

DID YOU PREVIOUSLY:  RENTING THROUGH AN AGENCY  OWN YOUR OWN PROPERTY  LIVING WITH FAMILY

Reason for leaving: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RENT PER WEEK \$ \_\_\_\_\_ PERIOD OF OCCUPANCY \_\_\_\_\_

AGENT / LANDLORD NAME \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**CURRENT EMPLOYMENT** - PLEASE ENSURE TO ATTACH 4X CURRENT PAYSLIPS OR A BANK STATEMENT SHOWING THE INCOME

COMPANY NAME \_\_\_\_\_ POSITION \_\_\_\_\_

NATURE OF EMPLOYMENT \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

PAYROLL / MANAGERS NAME \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

ANNUAL SALARY \$ \_\_\_\_\_ NET WEEKLY \$ \_\_\_\_\_

IF LENGTH OF EMPLOYMENT IS SHORTER THAN 6 MONTHS PLEASE STATE YOUR PREVIOUS OCCUPANCY AND LENGTH OF EMPLOYMENT: \_\_\_\_\_

**IF SELF EMPLOYED** - PLEASE ENSURE TO ATTACH YOUR PROFIT AND LOSS STATEMENT OR BANK STATEMENT SHOWING PAYMENT BEING RECEIVED FOR AT LEAST 3 MONTHS.

COMPANY NAME \_\_\_\_\_ POSITION \_\_\_\_\_

NATURE OF EMPLOYMENT \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

ANNUAL SALARY \$ \_\_\_\_\_ NET WEEKLY \$ \_\_\_\_\_

**ARE YOU STUDYING?** - PLEASE ENSURE TO ATTACH YOUR CENTERLINK STATEMENT

NAME OF COURSE AND LOCATION \_\_\_\_\_

DURATION \_\_\_\_\_ LENGTH OF STUDY \_\_\_\_\_

CENTERLINK INCOME WEEKLY \$ \_\_\_\_\_

**ARE YOU RECIEVEING A PENSION** - PLEASE ENSURE TO ATTACH YOUR CENTERLINK STATEMENT

PENSION TYPE \_\_\_\_\_

**EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES THAT WILL NOT BE RESIDING WITH YOU**

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

**PERSONAL REFEREES WHO ARE NOT RELATIVES**

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_



MAKES MOVING EASY

**Your Free No Obligation Utility Connection Service**

**Let Direct Connect take the hard work out of your move, we'll do all the running around and set everything up for you ..... you choose your suppliers. It's easy and best of all its FREE!**

**Please tick utilities as required** (we will call you to confirm your details and connection timings)

**Electricity**  **Internet**  **Gas**  **Phone**  **Pay TV**  **Insurance**  **Removals**

**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.directconnect.com.au](http://www.directconnect.com.au)

**Burton and Ryan Property Agents**  
Shop 1,209 Days Road, Grange  
Ph: 07 3174 5000

**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**

You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process Application for Tenancy properly or manage the tenancy properly.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Burton and Ryan Property Agents. I authorise **Burton and Ryan Property Agents** 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 **Burton and Ryan Property Agents** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Burton and Ryan Property Agents** 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 e.g. 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 **Burton and Ryan Property Agents** 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**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	