

# TENANCY APPLICATION

AGENCY NAME: Burton & Ryan Property Agents  
 ADDRESS: 1/209 Days Road, Grange QLD 4051  
 PHONE: 07 3174 5000 FAX: 07 3174 5001  
 EMAIL: [pm3@burtonandryan.com](mailto:pm3@burtonandryan.com)



APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS (applying for): \_\_\_\_\_

Burton and Ryan welcomes your application and any queries you may have about the property, tenancy or process. Once your application has been handed in, Burton and Ryan staff will contact you within 2-3 business days to inform you of the result.

Please read the following information, checklist and declarations carefully. Failure to complete the application correctly or failure to provide sufficient supporting documentation may result in your application not being processed.

## APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION, I HAVE ...

- 1. Inspected the property both internally and externally, or registered for an upcoming inspection.
- 2. Completed the application form fully, including the declarations, privacy disclosure statement, privacy consent and marketing consent.
- 3. Provided up to date and complete details for your current and previous residential address, including contact details (phone/email) for any managing agent/landlord, or home ownership details where relevant.
- 4. Completed the pet application & agreement form if pets are to reside at the Property (if applicable). Please contact our office if you require a pet application.
- 5. Attached photocopies of documents to meet 100 or more points of ID - **Must provide items that are marked with\***

<b>Drivers Licence/18 + Card *</b>	40 Pts	<b>2 Current Payslips *</b>	<b>20 Pts</b>
Passport	40 Pts	Car Registration	20 Pts
Birth Certificate	30 Pts	Bank Statement/Bank card	10 Pts
Photo Identification (current)	30 Pts	Rates Notice/Utilities account	10 Pts
Concession card	20 Pts	Medicare Card	10 Pts

## DECLARATIONS – APPLICANT TO COMPLETE AND PROVIDE DETAILS AS REQUIRED

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 read 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 the tenant may incur a fee per transaction.

Pre-moving in costs as itemised below are to be paid by **DIRECT DEPOSIT** to Burton & Ryan Property Agents, before the lease commences.

ITEM	CALCULATION	\$ PAYABLE
<b>Rent</b> – first 2 weeks rent (This will contribute to rent once the lease is signed, however if you choose not to complete the lease, the deposit will not be refunded.)	2 x \$	= \$
<b>Bond</b> – 4 times weekly rent (If rent is over \$700pw, Bond is as specified on Rent List)	4 x \$	= \$
<b>TOTAL PRE-MOVING IN COST*</b>		\$

APPLICANT'S SIGNATURE

Date

**\*Bond loan option:** We understand that this can be a lot of money to pay at once, as an alternative option, we have joined forces with EasyBondpay, a bond loan company who can loan you the deposit and/or bond upfront with monthly repayments over 6 or 12 months. For full terms or to find out more information please contact our office.

**PERSONAL DETAILS**

NAME \_\_\_\_\_ D.O.B \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
DRIVERS LICENCE NO \_\_\_\_\_ EXP \_\_\_\_\_ PASSPORT NO \_\_\_\_\_ EXP \_\_\_\_\_  
PET/S NUMBER \_\_\_\_\_ PET TYPE/BREED \_\_\_\_\_  
TOTAL ADULT APPLICANTS \_\_\_\_\_ TOTAL DEPENDANTS: \_\_\_\_\_  
DEPENDANT NAME(S) & AGE(S) \_\_\_\_\_

**CURRENT TENANCY / OWNERSHIP DETAILS**

ARE YOU CURRENTLY:  RENT THROUGH AN AGENCY/PRIVATE LANDLORD  OWN YOUR OWN PROPERTY  LIVE 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:  RENT THROUGH AN AGENCY/PRIVATE LANDLORD  OWN YOUR OWN PROPERTY  LIVE 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 2 CURRENT PAYSLEIPS 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 \$ \_\_\_\_\_  
ACCOUNTANT NAME \_\_\_\_\_ ACCOUNTANT NUMBER \_\_\_\_\_

**ARE YOU STUDYING? -**

NAME OF COURSE AND LOCATION \_\_\_\_\_  
DURATION \_\_\_\_\_ LENGTH OF STUDY \_\_\_\_\_  
EXPECTED COMPLETION DATE \_\_\_\_\_

**ARE YOU RECEIVING A GOVERNMENT INCOME OR OTHER INCOME THAT WILL ASSIST YOU WITH PAYING THE RENT? - PLEASE ENSURE TO ATTACH EVIDENCE, FOR EXAMPLE A COPY OF YOUR CENTRELINK STATEMENT**

PLEASE PROVIDE DETAILS \_\_\_\_\_  
CENTERLINK INCOME WEEKLY \$ \_\_\_\_\_

**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 \_\_\_\_\_

**UTILITIES**



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property .... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL,  
TENANCY INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160 Email: sales@onthemove.com.au**

**Terms & Conditions** - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

**No, I will connect the required utilities of my own accord.**

#### 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

Applicant Name	
Applicant Signature	
Date	
Time	