

FORESTS EDGE

CHERMSIDE WEST

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Forests Edge Property Management

Phone: 0438 631 042

Email: admin@forestsedge.com.au

APPLICATION FOR TENANCY

BEFORE ANY APPLICATION WILL BE ACCEPTED, THE FOLLOWING MUST BE PROVIDED TO THIS OFFICE:

- ☐ PHOTO IDENTIFICATION (Drivers Licence/Proof of Age Card/Passport)
- ☐ PROOF OF INCOME

All sections and every question of this application **MUST** be answered in full, accompanied by supporting documentation and the Privacy Statement signed before this application will be processed. If the information is not provided, we may not be able to process your application.

Complete a separate application for every occupant over the age of 18 years.

If approved, you will be asked to deposit one weeks' rent immediately to secure the property.

RENTAL PROPERTY

PREMISES ADDRESS: _____
_____ Postcode: _____

PERSONAL DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other

D.O.B ____/____/____

Full Name: _____

Phone: ☒ Work: _____

☒ Home: _____

☒ Mobile: _____

Email: _____@_____

Drivers License/Passport No: _____

Vehicle Registration No: _____ Vehicle Make/Model/Colour: _____

EMPLOYMENT DETAILS

Occupation: _____ ☐Casual ☐Part Time ☐Full Time

Employer's Name: _____ Contact Person: _____

Employer's Address: _____

Phone: ■ Work: _____ ■ Fax: _____

Email: _____

Date Commenced: ____/____/____ Weekly Income (after tax): \$ _____

EMERGENCY CONTACT

NAME: _____ RELATIONSHIP: _____

Address : _____

Postcode: _____

Phone: ■ Work: _____ ■ Home: _____

■ Mobile: _____

Email: _____

TENANT HISTORY

Present Address: _____

Postcode: _____

Name of Agent/Landlord: _____

Phone: ■ Work: _____ ■ Home: _____

■ Mobile: _____

Email: _____

Length of Tenancy: _____ Current Rent paid: \$ _____

Reason for Leaving: _____

PREVIOUS RENTAL HISTORY:

Previous Address: _____
 _____ Postcode: _____

Name of Previous Agent/Landlord: _____

Person to contact for rental reference: _____

Phone: ■ Work: _____ ■ Home: _____
 ■ Mobile: _____

Email: _____

Length of Tenancy: _____ Previous Rent paid: \$ _____

Reason for Leaving: _____

OCCUPANT(S) DETAILS

Number of persons who will occupy premises: Adults **|** _____ **|** Children **|** _____ **|**

Age(s) of children & names: _____

Pets: ☐ YES ☐ NO IF YES, Number _____ Breed/Age: _____

Smoker: ☐ YES ☐ NO ☐ Casual Smoker Only Outside/Inside

Have you ever had a tenancy terminated: ☐ YES ☐ NO Reason: _____

Any outstanding debt on another rental: ☐ YES ☐ NO

Have you ever had money deducted from a bond refund: ☐ YES ☐ NO Reason: _____

Car Loan / Personal Loan / Significant Credit Card Repayments: ☐ YES ☐ NO

Is there anything you need to disclose about your previous rental: ☐ YES ☐ NO

Details:

DETAILS OF RENTAL

Reason you are applying for this rental: _____

Rent \$ _____ per week, payable ☐ Fortnightly or ☐ Calendar month (choose payment frequency)

Commencing from ____/____/____ for a period of ☐ 6 months or ☐ 12 months (choose preferred lease term)

APPLICATION

I, the Applicant, hereby apply for approval to become a tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

HOLDING FEES FOR APPROVED APPLICANTS

If you are approved for the property, you will receive email confirmation. We will also phone or text you.

You will then have 12 hours to read the lease documents & transfer/bank funds for The Holding Fee.

The Holding Fee is equivalent to 1 weeks' rent. The Holding Fee secures the property for 48 hours from the time of payment.

1. After the Applicant has paid The Holding Fee, the landlord must not enter into a residential tenancy agreement for the premises with any other person for 48 hours (or as agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
2. If the Applicant does not sign the lease documents or if significant new information comes to light that was not disclosed by the Applicant or the Applicant does not duly commence occupation of the property, The Agent may elect to refund The Holding Fee and withdraw the approval for the property.
3. The Holding Fee may be retained by the landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the residential tenancy agreement. The landlord may keep the Holding Deposit if the tenant does not enter into the residential tenancy agreement, or properly notify the Agent they are not proceeding with the residential tenancy agreement, within 48 hours.
4. The Holding Fee must not be retained by the landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
5. If a Residential Tenancy Agreement is duly entered into after the payment of a Holding Fee, the fee is then converted to rent.
6. A tenant cannot be asked to pay a Holding Fee unless the tenant's application has been approved by the landlord and the Holding Fee does not exceed 1 week's rent of the premises.

ACKNOWLEDGEMENTS

- ☐ I, the Applicant, acknowledge and consent to the Agent verifying employment and tenancy references.
- ☐ I HAVE inspected the premises and wish to take tenancy for such premises as nominated.
- ☐ I HAVE NOT inspected the premises & agree to take the tenancy on this basis.
- ☐ I affirm that the rent to be paid is within my means and I undertake to pay a rental bond upon the signing of a Residential Tenancy Agreement.

Forests Edge Property Management do hereby acknowledge and agree that we act for the owner of the named premises, and if the Applicant is approved for tenancy, we agree to prepare a Residential Tenancy Agreement of the premises and manage the signing of lease documentation.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluation the application and to manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties, including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application.

The personal information received by the agent/manager may be used for the purposes of identifying you and assessing your application. The agent/ manager may also use or disclose your personal information to:

- (a) assess your application information (e.g. contacting the landlord, your referees, etc.);
- (b) assess your tenancy history (e.g. contacting bond authorities, financial institutions, tenancy databases, etc.);
- (c) schedule your inspections (e.g. contacting scheduling providers);
- (d) document and register your lease (e.g. contacting lawyers, tenancy databases, real estate institutes, etc.);
- (e) help you move in and get connected (e.g. contacting tradespeople, connections services, utilities providers, etc.); and
- (f) perform other services or activities.

The Applicant declares that the information provided is truthful and an accurate representation.

FULL NAME OF APPLICANT

Name

SIGNED BY APPLICANT

Applicant's Signature

Date

SIGNED BY AGENT

Agent's Signature

Date

Karen Fuller, Licensed Real Estate Agent