

PENNY WOOD LANE

TENANCY APPLICATION

6/39 Wood Street, Mackay QLD 4740
P 07 4953 3688 f: 07 4951 0789
E mackay@pennywoodlane.com
W www.pennywoodlane.com
 ABN: 19 159 578 426

ADDRESS OF RENTAL: _____

LEASE TERM: _____ LEASE START DATE: _____

RENT AMOUNT: _____ per week / month BOND: _____

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 residential address. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

Submit <u>only one</u> of the following:		
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Proof of Age Card	40
<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card		40
<input type="checkbox"/> 2 recent Rent Receipts	<input type="checkbox"/> 2 recent Pay Advices	<input type="checkbox"/> Tenancy Ledger
		25
Documents on which your name and current address appear:		
<input type="checkbox"/> Car registration certificate	<input type="checkbox"/> Rates Notice	<input type="checkbox"/> Electricity Account
		25
<input type="checkbox"/> Bank/Credit Card Statement	<input type="checkbox"/> Telephone Account	<input type="checkbox"/> Gas Account
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:		

Applicant's Details

Name in Full		Other Name You have been known by	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
Home	Mobile	Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Address :

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		Business	Fax	
Reason for leaving				
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	Fax	

Employment

Net weekly income:		Current Employer:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Your Position:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name	Fax		Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		Business		
Creditor Referee		Business		

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
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Refer to the following selected documents attached to Application to verify my source of income:

<input type="checkbox"/> Guarantor letter	<input type="checkbox"/> Centrelink Statement	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Austudy Docs	<input type="checkbox"/> Other
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Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
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Other

Occupancy Details of Persons to Reside at Property other than Applicant

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes: Refer to attached Pet Application and Agreement completed

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

1. Name		2. Name	
Address		Address	
Relationship	H	Relationship	H
W	M	W	M

Personal Referees who are not Relatives

Name	Occupation	Business Hours Contact	
1.		Mob	Work
2.		Mob	Work

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:

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 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.

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 our Agency 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 Penny Wood Lane. I authorise Penny Wood Lane 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 Penny Wood Lane subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Penny Wood Lane 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.

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	

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Penny Wood Lane		
PROPERTY ADDRESS			
TENANT NAME			
PET DETAILS If more than 2 pets, print and complete separate Pet Agreement.	ITEM	PET 1	PET 2
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO	
EMERGENCY PET CARER The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	The Tenant/s acknowledges and agrees to the following terms: <ol style="list-style-type: none"> 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 giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. The Tenant 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, Tenant's pets or their guests pets 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 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. 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 of the above-mentioned pet/s to be accepted at the property for which you are applying. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section. 		
ACKNOWLEDGEMENT BY APPLICANT	Applicant Name	Signature	Date
AFTER PROCESSING APPLICATION			
APPLICATION RESULT	<input type="checkbox"/> Application for Pet/s – DECLINED <input type="checkbox"/> Application for Pet/s – 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 acknowledgement set out in the Application above.		
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT To be signed only if pet/s are approved.	Tenant Name	Signature	Date