

TENANCY APPLICATION & PRIVACY STATEMENT

Property Address You Wish to Apply For: _____

Applicant Name: _____

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

Welcome to **North Ward Realty Rentals**.

We endeavour to make the application process as quick and stress free as possible.

Please take the time to ensure that you **complete the application form in full** and also **provide all information & complete all sections** required on the checklist. If your application is approved we require you to pay a minimum of 2 weeks rent as well as the total bond by direct deposit or bank cheque at least 24 hours prior to signing of a lease & collecting keys.

Your Application CANNOT be processed unless you have completed the following in FULL:

1. An internal & external inspection of the property must be conducted by at least one of the applicants.	
2. One application form per/adult 18 years+ .	
3. Each applicant must supply 100 points of identification.	
4. Each applicant must supply photocopies/scans/photos of ID & documents. Original drivers license, 18+ card, current payslip, income statement must be provided when lodging the application. (See 'Point ID Checklist')	
5. This application WILL NOT be processed if you do not complete all sections of the application & provide all required documents & ID.	
6. Applications may be lodged via Email, In Person or via Post	
7. Our office endeavours to process all applications as quickly as possible and will contact you with an outcome within 48 hours.	
8. Pets If applicable at the property. Please complete Pet Application Form	

POINT ID CHECKLIST:	
Drivers License	40
Passport	40
18+ Card	40
Birth certificate	30
Other Photo ID	30
Current Wage Slip x 3	30
Previous Tenancy Reference	20
Previous Rent Ledger	20
Motor Vehicle Registration	10
Bank Statement	10
Telephone Statement	10
Electricity Statement	10
Total Points	

PRIVACY STATEMENT FOR TENANTS

North Ward Realty Rentals respects your right to privacy. We are bound by the National Privacy Principals of the Privacy Act 1988 which regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

PRIVACY DECLARATION: I understand and agree that the information provided on this application is true and correct. I give my permission for the agent to verify all information provided on this application including tenancy database checks with Tenancy Information Centre Australia and National Tenancy Database. All information will only be used in accordance with the Privacy Legislation. I also understand that the application will be referred to the lessor for approval.

The Applicant understands that if the application is not accepted, the application form and all information collected shall be destroyed within 1 month in accordance with our Privacy Policy.

APPLCANTS SIGNATURE: _____ **DATE:** ____/____/____



Cnr Eyre & Gregory Street,
North Ward, Qld 4810
E: reception@nwrealty.com.au
P: (07) 47 200 799

Personal details: Date of Birth ___/___/___ Place of Birth: _____
Drivers License no: _____ Expiry Date: ___/___/___
Passport no: _____ Expiry Date: ___/___/___ **CURRENT AUSTRALIAN CITIZEN: YES / NO**

Contact details: Home: _____ Work: _____
Mobile: _____ Email: _____

Current rental history: Rent p/w: _____ Period of occupancy: _____
Where do you live now? Address: _____
Agent/Landlord: _____
P: _____ F: _____ E: _____

Previous address: _____
Rent p/w: _____ Period of occupancy: _____
Agent/Landlord: _____
P: _____ F: _____ E: _____

Employment details in Townsville: Current employer: _____
Full time Part time Casual Contract
Your position: _____ Supervisor/managers name: _____
Length of employment: _____ Contact details: P: _____ Mob: _____
Total annual income (as declared to the ATO): _____
My current pay date _____ of each week / fortnight / monthly / other _____

Are You Self Employed? Name of company: _____
Trading as: _____ ABN: _____
Address of business: _____
How long have you been self employed: _____ Total annual income (as declared to ATO) _____
Name of accountant: _____ P: _____ F: _____
Creditor 1: _____ P: _____ F: _____
Creditor 2: _____ P: _____ F: _____

Centerlink Payments or Student (If Applicable): Please indicate confirm your source of income:
Student Parent/guardian letter Centerlink documents Austudy documents
Unemployed Bank statement Centerlink documents Other: _____



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Vehicle information (If Applicable): Total number of vehicles to be kept at premises: _____

Registration number: _____ Model: _____ Owned / hire purchase

Registration number: _____ Model: _____ Owned / hire purchase

Occupancy Details: You are required to supply full names, current address and age of all people who will be residing at the property: (Please note all occupants over the age of 18 must complete individual application form)

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

Professional references:

NAME: _____ ADDRESS: _____ PHONE: _____

NAME: _____ ADDRESS: _____ PHONE: _____

Emergency Contact, not living with you:

Name: _____ Relationship: _____ Ph: _____

Address: _____

I answer/confirm the following:

- 1. Have you ever been evicted by any Lessor or Agent? No Yes
- 2. Have you been refused another Property by a Lessor/Agent? No Yes
- 3. Are you in debt to another Lessor or Agent? No Yes
- 4. Is there any reason known to you that would affect your ability to pay your rent? No Yes
- 5. If yes for any of the above questions please give details: _____

6. Was your bond at your last address refunded in full? No Yes

I confirm the following: I completed an internal & external inspection of the property on the ___/___/___ and found the property to my satisfaction. _____ ← Initial Here

I wish to apply for a tenancy for the above property for a period of _____ months at a rental of \$_____ per week, commencing on the ___/___/_____.

I understand that upon approval of this application by the lessor arrangements must be made for all applicants to sign the 'General Tenancy Agreement' within 24 hours and a minimum of the first 2 weeks rent and the full amount of the bond be paid by bank cheque/money order or direct deposit as per attached Trust Account details.

All monies owing including the bond of four (4) weeks rent and two (2) weeks rent must be paid by clear funds prior to keys being released by agent/lessor.

BOND \$ _____ + 2 WEEKS RENT \$ _____ = \$ _____ (Total Payable)