

# TENANCY APPLICATION FORM

## APPLICATION CHECKLIST

Please complete the below checklist prior to submitting your application to ensure that it can be processed.

If you have not completed the form correctly, or provided the required documentation, your application **WILL NOT** be processed. **Failure to provide the required documents within 24hrs will result in your application being WITHDRAWN.**

- Inspected the property and are satisfied its inclusions meet your requirements
- Completed application for each person over 18yrs
- Read and signed Privacy Disclosure Statement & Consent
- Provided 100 points of identification – please refer to table below
- Provided proof of affordability

1 00 POINTS OF IDENTIFICATION		
<b>40 POINTS</b>	<b>Minimum of one (1) required:</b>	
	<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Medicare Card
	<input type="checkbox"/> Passport	<input type="checkbox"/> HealthCare / Pension Card
	<input type="checkbox"/> Proof of Age Card	<input type="checkbox"/> Electricity/Gas Bill
		<input type="checkbox"/> Phone/Mobile Bill
		<input type="checkbox"/> Vehicle Registration
		<input type="checkbox"/> Bank Statement
<b>SUGGESTED DOCUMENTS FOR PROOF OF AFFORDABILITY</b>		
<input type="checkbox"/> 3-4 Consecutive Pay Slips	<input type="checkbox"/> Latest PAYG Summary	<input type="checkbox"/> Employment Letter/Contract
<input type="checkbox"/> Centrelink Income Statement	<input type="checkbox"/> Notice of Assessment	<input type="checkbox"/> Accountant Letter

**\* Please Note: Photos of application and supporting documents are not accepted.**

## NATIONAL RENTAL AFFORDABILITY SCHEME (NRAS)

Affordable housing under the *National Rental Affordability Scheme (NRAS)* is available to **eligible tenants**. The Department of Housing and Public Works is not involved in the ownership of the properties, allocation of tenants or management of tenancies under the scheme. These properties are privately owned and endorsed by the State and Federal Government. Eligibility for NRAS is not guaranteed.

### All NRAS applicants **MUST**:

- Provide a hard copy of their NRAS registration letter with their application (PDF accepted)
- Complete the attached NRAS Tenant Income Assessment
- Provide the required supporting documents in accordance with the completed income assessment

NRAS TENANT INCOME ASSESSMENT DOCUMENTS CHECKLIST		
<input type="checkbox"/> <b>EMPLOYMENT (EACH JOB)</b>	<input type="checkbox"/> <b>CENTRELINK</b>	<input type="checkbox"/> <b>SELF EMPLOYED</b>
<input type="checkbox"/> PAYSリップ WITH YEAR TO DATE	<input type="checkbox"/> INCOME STATEMENT	<input type="checkbox"/> LETTER FROM ACCOUNTANT
<input type="checkbox"/> PAYG SUMMARY	<input type="checkbox"/> PAYMENT SUMMARY	<input type="checkbox"/> NOTICE OF ASSESSMENT
<input type="checkbox"/> 6 CONSECUTIVE PAYSリップS	<input type="checkbox"/> ADDITIONAL INCOME STATEMENTS	
<input type="checkbox"/> <b>OTHER SOURCE OF INCOME</b>	<input type="checkbox"/> <b>GUARDIAN / SUPPORT</b>	<input type="checkbox"/> <b>STAT. DEC</b>
<input type="checkbox"/> CHILD SUPPORT	<input type="checkbox"/> SIGNED LETTER (FREQ / GROSS)	<input type="checkbox"/> <b>NRAS REGISTRATION/ ID #</b>
<input type="checkbox"/> DVA / PENSION / SUPER		
<input type="checkbox"/> SCHOLARSHIP		

**Applicants will be notified if their application is unsuccessful, no reason will be disclosed.**

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer.

**If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.**

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees, including Employment and Emergency Contacts;
3. Any Social Media platforms which may contain personal information about me.
4. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

## HOLDING DEPOSIT

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond. The **Holding Deposit is equivalent to one week’s rent** and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_ (1x week rent). The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

## DECLARATION

I, the Applicant, hereby offer to rent the property from the Owner under a lease, at \$ \_\_\_\_\_ rent per week, to be prepared by Meraki Property Management Pty Ltd.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied its fixtures and inclusions meet my requirements.

Should this application be approved, I acknowledge that I will be required to pay the following amounts:

<b>Holding Deposit (1x week rent – applied to bond) within 24hrs</b>	<b>\$</b>
_____	_____
<b>Rent in Advance (2x weeks rent) prior to tenancy commencement</b>	<b>\$</b>
_____	_____
<b>Remainder of Bond (3x weeks rent) prior to tenancy commencement</b>	<b>\$</b>
_____	_____
<b>TOTAL</b>	<b>\$</b>

**PLEASE SIGN & DATE**

APPLICANT NAME

SIGNATURE

DATE

## PROPERTY DETAILS

ADDRESS		RENT \$
APPROX. START DATE	LEASE LENGTH	BOND LOAN
# OF ADULTS	NAMES	
# OF CHILDREN	NAMES & AGES	
# OF PETS	NAMES & TYPE	

## PERSONAL DETAILS

FULL NAME		D.O.B
CURRENT ADDRESS		
PHONE	EMAIL	
CAR MAKE/MODEL	DRIVERS LICENCE #	STATE

## EMERGENCY CONTACT

PLEASE PROVIDE DETAILS OF SOMEONE NOT RESIDING AT THE PROPERTY

FULL NAME		PHONE
ADDRESS		RELATIONSHIP
EMAIL		

## CURRENT EMPLOYMENT DETAILS

OCCUPATION	LENGTH OF EMPLOYMENT
EMPLOYER/COMPANY NAME	PHONE
MANAGER/PAYROLL NAME	MANAGER/PAYROLL EMAIL

## PREVIOUS EMPLOYMENT DETAILS

PLEASE PROVIDE DETAILS IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS

OCCUPATION	LENGTH OF EMPLOYMENT
EMPLOYER/COMPANY NAME	PHONE
MANAGER/PAYROLL NAME	MANAGER/PAYROLL EMAIL

## CENTRELINK / SUPPORT PAYMENTS

CENTRELINK	Centerlink Income Statement Attached
CHILD SUPPORT / MAINTENANCE	Supporting Documents Attached
FAMILY SUPPORT / OTHER	Supporting Documents Attached

## SELF EMPLOYMENT DETAILS

COMPANY NAME		WEEKLY INCOME \$
BUSINESS ADDRESS		BUSINESS TYPE
ACCOUNTANT	EMAIL	

## STUDENT INFORMATION

COURSE	SCHOLARSHIP
CAMPUS	\$ PER WEEK / FORTNIGHT

## RENTAL HISTORY PLEASE PROVIDE DETAILS OF RENTAL HISTORY WHERE YOU ARE A NAMED TENANT ONLY

CURRENT ADDRESS	RENT \$
LANDLORD / AGENT	TENANCY LENGTH
LANDLORD / AGENT EMAIL	PHONE

PREVIOUS ADDRESS	RENT \$
LANDLORD / AGENT	TENANCY LENGTH
LANDLORD / AGENT EMAIL	PHONE
WAS BOND REFUNDED IN FULL	IF NO, WHY

PREVIOUS ADDRESS	RENT \$
LANDLORD / AGENT	TENANCY LENGTH
LANDLORD / AGENT EMAIL	PHONE
WAS BOND REFUNDED IN FULL	IF NO, WHY

## REFEREES

NAME	PHONE
EMAIL	RELATIONSHIP

NAME	PHONE
EMAIL	RELATIONSHIP

NAME	PHONE
EMAIL	RELATIONSHIP

# NRAS TENANT INCOME ASSESSMENT

**This assessment MUST be completed and signed by each person over 18 years, and any other household member/s receiving income from any source, and provide the required documents noted below.**

In the **12 months immediately prior** to the date of your application/reassessment:

**1. WERE YOU EMPLOYED AT ANY TIME?**  YES  NO

If YES, list the company name/s and dates you worked at each job.

EMPLOYER	DATE COMMENCED	DATE FINISHED

You **MUST** also provide: A)  LATEST PAYSLEIPS SHOWING YTD GROSS AMOUNT AND  PAYG SUMMARY;  
 (for each job) OR B)  ATO INCOME STATEMENT FOR CURRENT **AND** PREVIOUS FINANCIAL YEAR

**2. DID YOU RECEIVE ANY CENTRELINK PAYMENTS OR BENEFITS?**  YES  NO

PAYMENT TYPE	DATE GRANTED

If **YES**, you **MUST** provide:  CENTRELINK INCOME STATEMENT) AND  LATEST PAYMENT SUMMARY;  
*Additional statements required if your income statement shows a grant date less than 12 months old*

**3. DID YOU RECEIVED PAYMENTS OR INCOME FROM ANY OTHER SOURCE?**  YES  NO

*Example: Child Support, Overseas Pension, Scholarship, Superannuation, DVA, Parent/Guardian, etc*

PAYMENT RECEIVED FROM	DATE COMMENCED	GROSS AMOUNT

If **YES**, you **MUST** provide:  SUPPORTING DOCUMENTATION OR STATEMENTS STATING THE GROSS AMOUNT

**4. WERE YOU SELF EMPLOYED AT ANY TIME?**  YES  NO

BUSINESS NAME	DATE COMMENCED	DATE FINISHED

You **MUST** also provide:  ACCOUNTANT LETTER STATING NET INC OME AND  ATO NOTICE OF ASSESSMENT

**5. DID YOU HAVE A PERIOD WHERE YOU RECEIVED ZERO INCOME?**  YES  NO

*Example: Between jobs, cancellations of payments, etc*

If YES, you must provide a Statutory Declaration of the periods where no income was received

I acknowledge upon signing this document that I have disclosed all income sources for the 12 months prior to the date of my application and that all information is true and correct. I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

NAME	SIGNATURE	DATE
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