

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 **Failure to provide the required documents within 24hrs will result in your application being WITHDRAWN.**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		
<p>40 POINTS</p> <p>Minimum of one (1) required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Proof of Age Card 	<p>20 POINTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medicare Card <input type="checkbox"/> HealthCare / Pension Card <input type="checkbox"/> Electricity/Gas Bill 	<ul style="list-style-type: none"> <input type="checkbox"/> Phone/Mobile Bill <input type="checkbox"/> Vehicle Registration <input type="checkbox"/> Bank Statement
SUGGESTED DOCUMENTS FOR PROOF OF AFFORDABILITY		
<ul style="list-style-type: none"> <input type="checkbox"/> 3-4 Consecutive Pay Slips <input type="checkbox"/> Centrelink Income Statement 	<ul style="list-style-type: none"> <input type="checkbox"/> Latest PAYG Summary <input type="checkbox"/> Notice of Assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Employment Letter/Contract <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		
<p><input type="checkbox"/> EMPLOYMENT (EACH JOB)</p> <ul style="list-style-type: none"> <input type="checkbox"/> PAYSリップ WITH YEAR TO DATE <input type="checkbox"/> PAYG SUMMARY <input type="checkbox"/> 6 CONSECUTIVE PAYSリップS 	<p><input type="checkbox"/> CENTRELINK</p> <ul style="list-style-type: none"> <input type="checkbox"/> INCOME STATEMENT <input type="checkbox"/> PAYMENT SUMMARY <input type="checkbox"/> ADDITIONAL INCOME STATEMENTS 	<p><input type="checkbox"/> SELF EMPLOYED</p> <ul style="list-style-type: none"> <input type="checkbox"/> LETTER FROM ACCOUNTANT <input type="checkbox"/> NOTICE OF ASSESSMENT
<p><input type="checkbox"/> OTHER SOURCE OF INCOME</p> <ul style="list-style-type: none"> <input type="checkbox"/> CHILD SUPPORT <input type="checkbox"/> DVA / PENSION / SUPER <input type="checkbox"/> SCHOLARSHIP 	<p><input type="checkbox"/> GUARDIAN / SUPPORT</p> <ul style="list-style-type: none"> <input type="checkbox"/> SIGNED LETTER (FREQ / GROSS) 	<p><input type="checkbox"/> STAT. DEC</p> <p><input type="checkbox"/> NRAS REGISTRATION/ ID #</p>

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:

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

APPLICANT NAME

SIGNATURE

DATE

**PLEASE SIGN
& 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