

TENANCY APPLICATION



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 [Failure to provide the required documents within 24hrs will result in your application being WITHDRAWN.](#)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**

100 POINTS OF IDENTIFICATION

MINIMUM OF ONE (1) REQUIRED:	
40 POINTS	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Proof of Age Card
20 POINTS	<input type="checkbox"/> Medicare Card
	<input type="checkbox"/> HealthCare / Pension Card
	<input type="checkbox"/> Electricity/Gas Bill
	<input type="checkbox"/> Phone/Mobile Bill
	<input type="checkbox"/> Vehicle Registration
	<input type="checkbox"/> Bank Statement

SUGGESTED DOCUMENTS FOR PROOF OF AFFORDABILITY

<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

ABOUT MERAKI PROPERTY MANAGEMENT

Our agency is owned, operated, and run by one person who is dedicated to providing a personalised experience to each of our clients. This fast-paced and exciting role as Property Manager often takes us away from the office to complete tasks. Where possible, we aim to assign out of office tasks to particular days and times to try to keep consistent contact hours for our Owners and Tenants; however the role of a Property Manager is defined by an unpredictable workload at times, which is bound by lawful procedure and timeframe requirements within the RTRA Act.

As we are a one-person agency, there may be delays with responses at times; depending on workload and lawful timeframes. Thank you in advance for your patience.

We do things a little differently. We take pride in providing innovative and convenient tenancy experiences for our Tenants. We utilise modern systems for increased connectivity with our Owners and Tenants, along with industry best practice policies and procedures to ensure highest quality of service.

Our business hours are Monday to Friday, 9am to 4pm; and you can book a call or appointment any time via our online booking system. **Wednesdays are our scheduled routine inspection days,** so we plan to be out of the office from 9am - 1pm on these days.

Our preferred method of contact is Email. Our phone messages sent as audio files to our inbox, and all emails remain in our inbox until actioned accordingly. This helps to minimise human error when working with so many different matters at the same time.

TENANCY APPLICATION



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 prior to the tenancy commencement:

HOLDING DEPOSIT (1X WEEK RENT – APPLIED TO BOND) REQUIRED TO BE PAID WITHIN 24HRS OF ACCEPTING TENANCY OFFER	\$ _____
RENT IN ADVANCE (2X WEEKS RENT)	\$ _____
BOND (3X WEEKS RENT)	\$ _____
TOTAL	\$ _____

**PLEASE SIGN
& DATE**

APPLICANT NAME

SIGNATURE

DATE

TENANCY APPLICATION



PROPERTY DETAILS

ADDRESS		RENT \$	
APPROX. START DATE	/ /	LEASE LENGTH MONTHS	BOND LOAN YES / NO
# 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	\$	PER WEEK / FORTNIGHT
CHILD SUPPORT / MAINTENANCE	\$	PER WEEK / FORTNIGHT
FAMILY SUPPORT / OTHER	\$	PER WEEK / FORTNIGHT

TENANCY APPLICATION



SELF EMPLOYMENT DETAILS

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

STUDENT INFORMATION

COURSE	SCHOLARSHIP YES / NO
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	YES / NO	IF NO, WHY
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PREVIOUS ADDRESS	RENT \$
LANDLORD / AGENT	TENANCY LENGTH
LANDLORD / AGENT EMAIL	PHONE

WAS BOND REFUNDED IN FULL	YES / NO	IF NO, WHY
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REFEREES

NAME	PHONE
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RELATIONSHIP	TIME KNOWN
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NAME	PHONE
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RELATIONSHIP	TIME KNOWN
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NAME	PHONE
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RELATIONSHIP	TIME KNOWN
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