



# TENANCY APPLICATION FORM

rentals@thebluedoorpm.com.au

PROPERTY MANAGEMENT

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Our agency welcomes your application and any enquiries related to the property, tenancy or process. The following information will assist you to complete this form so that it may be processed promptly.

**PLEASE NOTE IT IS THE APPLICANT'S RESPONSIBILITY TO SUPPLY ALL PHONE NUMBERS, FAX NUMBERS AND EMAIL ADDRESSES PRIOR TO SUBMITTING THIS APPLICATION.**

**THE APPLICATION WILL NOT BE PROCESSED UNTIL 100% OF ALL SUPPORTING DOCUMENTS AND DETAILS ARE SUPPLIED.**

Please read prior to completing your application:

- One application is to be completed per adult that will be listed on the tenancy agreement
- Our staff will contact you within 24-48 business hours to advise of acceptance or not.
- Applicant to provide all photocopies of identification.
- For The Blue Door Property Management Group to consider the application, THE APPLICANT/S NET WEEKLY INCOME MUST BE AT LEAST THREE TIMES THE PROPOSED WEEKLY RENT (eg – rent is not to exceed one third of the net income).
- If your application is successful, within 24 hours of acceptance, the General Tenancy Agreement must be signed by all approved lease holders and the bond (equal to 4 weeks rent) must be received into The Blue Door Property Management Group's trust account.
- If emailing your application and documents please call to confirm all have been received and are legible.

<b>SUBMIT AT LEAST ONE (1) OF THE FOLLOWING IDENTIFICATION</b>		
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Passport	<input type="checkbox"/> Proof of Age Card
<b>SUBMIT TWO (2) CURRENT DOCUMENTS ON WHICH YOUR NAME &amp; CURRENT ADDRESS APPEAR</b>		
<input type="checkbox"/> Vehicle Registration Certificate	<input type="checkbox"/> Rates Notice	<input type="checkbox"/> Electricity Account
<input type="checkbox"/> Phone Account	<input type="checkbox"/> Gas Account	<input type="checkbox"/> Telephone Account
<input type="checkbox"/> Bank/Credit Card Statement	<input type="checkbox"/> Other Document showing your name & current address	
<b>SUBMIT TWO (2) OF THE FOLLOWING IDENTIFICATION</b>		
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Bank Card
<b>SUBMIT VERIFICATION OF INCOME</b>		
<input type="checkbox"/> 3 Recent Pay Slips	<input type="checkbox"/> Bank Statement (with name present)	<input type="checkbox"/> Letter of Employment
<input type="checkbox"/> Current Centrelink Income Statement		
<b>SUBMIT VERIFICATION IF SELF EMPLOYED</b>		
<input type="checkbox"/> Bank Statement (with name/business name present)	<input type="checkbox"/> Group Certificate	
<input type="checkbox"/> Most recent Tax Return	<input type="checkbox"/> Accountants Letter	

## Office Use Only

Date Received:

Applicant has viewed property:

All documents received:

## Applicant's Details:

Name in Full		Other Name's you have been known by:	
Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Driver's License No.	Expiry	Passport No.	Expiry
Home	Mobile	Business	
Email		Smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No: Copies of Passports & Visa must be attached		Visa Expiry Date	

## Current Address:

Rent per week \$	Period of occupancy	years	months
Agent/Landlord	Business	Fax/email	
Reason for leaving			
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if no, why not?</i>			

## Previous Address:

Rent per week \$	Period of occupancy	years	months
Agent/Landlord	Business	Fax/email	
Reason for leaving			

## Employment:

Current Employer	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	Net weekly wage \$
Payroll/Manager's Name	Business	Fax/email	

## If Self Employed:

Company Name	Trading As		
Address	ABN		
Period of Self Employment	years	months	Industry/Nature of Business
Accountant's Details	Business/email		
Net wage per Annum \$	Please provide verification (accounts letter)		

## If a Student:

Student ID#	Institution	Course
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Duration
Documents attached to verify	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Vehicles to be kept at property:

Registration no	Model	Owned/Financed
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## Pets to be kept at property:

Type of animal	Registered with council	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many animals		

**Occupancy Details – All persons to reside at the property other than the applicant, including dependents & other applicant**

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**Emergency Contact Details of Closest Relative not residing with you (in Australia)**

<b>Name:</b>	<b>Relationship:</b>
Address:	☎Home
☎Mobile	☎Business
Email	

<b>Name:</b>	<b>Relationship:</b>
Address:	☎Home
☎Mobile	☎Business
Email	

**Personal Referee’s (not related to you and must live in Australia)**

<b>Name:</b>	<b>Relationship:</b>
Address:	☎Home
☎Mobile	☎Business
Email	

<b>Name:</b>	<b>Relationship:</b>
Address:	☎Home
☎Mobile	☎Business
Email	

**Declarations- Applicant to Complete & provide Details if required**

Have you ever been evicted by a Lessor ort Agent?

Are you in debt to another Lessor or Agent?

Was your Bond at your last address refunded in full?

Will you be paying the Bond (equivalent to 4 x weeks rent) with a Bond Loan?

Was the property in a satisfactory condition when you inspected it?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia, Barclay MIS and National Tenancy Database records. I declare that I am not bankrupt or an undischarged bankrupt.

To meet the Agency criteria, I understand that for the Agency to consider my application, the proposed rent should not be more than one third of the applicant/s net weekly income.

I accept, if this application is declined The Blue Door is not legally required to give reasons why and accept that this application and all attached documents will be shredded within 1 month of being declined.

I understand that once accepted for a lease then the holding deposit equal to two (2) weeks rent or the full Bond will need to be paid within 24 hours of acceptance. The agent will continue to advertise the property under receipt of these funds. In the event that I change my mind and the Tenancy does not proceed, the deposit will be NON REFUNDABLE after a 48 hour period from the date the deposit was made, due to costs incurred by the lessor/agent to secure the approved application.

I understand that upon commencement of the Tenancy Agreement, payment for an additional weeks rent and the full Bond amount is payable. Accepted forms of moving in costs can be made in either CASH, BANK CHEQUE, MONEY ORDER or DIRECT TRANSFER (please note, funds will need to be in our Trust Account prior to providing keys).

**I apply for a tenancy of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_per week commencing on \_\_\_\_ / \_\_\_\_ /2019.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<i>Rent – first two weeks</i>	<i>2 x \$                      =</i>	<i>\$</i>	<i>Must be paid BEFORE lease commences</i>
<i>Bond – 4 times weekly rent</i>	<i>4 x \$                      =</i>	<i>\$</i>	<i>Full Bond or Part Bond must be paid within 24 hours of Application approval</i>
<b>TOTAL PRE-MOVING COST</b>	<b>\$</b>		<i>Total to be paid BEFORE lease commences</i>

**Applicants Signature:**

**Date:**



## The Blue Door Privacy Notice & Consent

### Privacy

**The Blue Door Property Management Group** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the *Australian Privacy Principles* (APPs). This document sets out The Blue Door's condensed Privacy Notice. The Blue Door also has a full Privacy Policy, which contains information about how you can complain about any breach by The Blue Door of the APP's or an applicable APP Code. A full copy of our Privacy Policy can be accessed at [www.masteragents.com.au/privacy.php](http://www.masteragents.com.au/privacy.php).

### Information Collection, Use and Disclosure

During the course of your involvement with The Blue Door, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as a lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other Government Agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on Tenancy Information Services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your email address;
- Your home, work or mobile telephone numbers;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event you are a buyer or lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer services;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy Information Services and Databases;
- Real Estate websites;
- Real Estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal advisor, your past or current employers, your previous lessors or property managers and all tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into form generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information. We need your permission to collect, use or disclose your personal information, and we therefore ask that you sign this page to consent to our policy.

In the event that you do not consent to The Blue Door collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

#### **Access to, and correction of personal information**

You have the right to request to access your information and to request that The Blue Door update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

#### **Contacting Us**

You may contact us by mail, email or telephone as follows:

**P:** PO Box 354, Varsity Lakes, QLD 4227

**E:** rentals@thebluedoorpm.com.au

**T:** 0404042212

I, \_\_\_\_\_  
(Applicant's full name)

of \_\_\_\_\_  
(Current Residentail Address)

Have read and understood the attached information. I authorise employees of The Blue Door Property Management Group, and independent contractors of The Blue Door Property Management Group including the directors, officers and employees, to obtain relevant information from, and release information to, parties described on the preceeding page to assist with my involvement with The Blue Door Property Management Group.

I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority or, if I decline to provide information as requested by The Blue Door Property Management Group, The Blue Door Property Management Group may be unable to provide the products or services I have requested.

### **Acknowledgement and consent by Applicant**

**Applicants Signature**

**Date**

## Information about your application and tenancy databases

Tenancy databases are used to protect a property owner's investment. However, unfair & old listings can disadvantage some people when trying to secure private rental housing.

### What this means for you

As a property manager/owner we are required by law to advise which databases we use to check your rental history.

The Blue Door uses the following databases:

- TICA
- Barclay MIS

### What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and to provide you with contact details of the database operator so you can find out more about your listing.

### Where can I get further information?

If you would like further information about tenancy database laws you can visit the Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.

## Pet Application:

The Tenant/s acknowledges and agrees to the following terms:

1. If this application is approved, the Lessor agrees to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. 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.
3. 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.
4. 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.
5. 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.
6. The pet/s are to be outside at all times, if specified in the General Tenancy Agreement or this Pet Agreement.
7. 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. 8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

TYPE OF PET/S BREED: \_\_\_\_\_ / \_\_\_\_\_

NUMBER OF PET/S PET DETAILS: \_\_\_\_\_ / \_\_\_\_\_

COUNCIL REG # CRITERIA: \_\_\_\_\_ / \_\_\_\_\_

(Please specify) Outside only    or    Inside/Outside

Office use only - Approved / Not Approved