



Application Acknowledgment

Property: _____ Date: _____

We understand you may be little frustrated at this point because some agents can take days or even weeks to process an application.

Please rest assured, this won't happen with us at Excellence Property Management. If all of your documentation is correct and we can get in contact with your referees, we will process your application and have an answer for you within 1 business day – NO MORE!

However, we do find that some people may submit multiple applications or may not be fully committed when submitting an application so, we want to ensure you're fully committed and ready to go BEFORE we spend hours processing your application for you.

1. I understand that submitting an application is a written and legal offer to rent the property stated above on the terms I have listed in my application and that if this is accepted by the owner, they can by law enforce payment.
2. I confirm that I have my bond and first 2 weeks of rent, ready in cleared funds in my account, ready to pay the agent immediately if my application is accepted.
3. I understand that I am not able to rent this property without inspecting it personally, or having a friend or family member inspect it on my behalf

If you have answered no to either of the questions listed above, please do not submit your application.

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Upon receiving your application, if all of your documentation is correct, to speed up the process we will book in a tentative day/time for you to pay your bond and first 2 weeks rent and sign your lease agreement (Tenancy Induction).

YOUR TENANCY INDUCTION is booked for:

Day: _____ Time: _____



Request for Rental Reference (Tenants only fill in your name and sign).

Previous Property: _____ Date: _____

Please complete the questionnaire below. Pursuant to a Tenancy Application lodged with us by one of your current/former tenants.

Applicant Full Name(s): _____
do(es) hereby consent to the following questionnaire being completed honestly by former landlord(s) and/or managing agents, and returned to Excellence Property Management (email: admin@excellencepm.com.au), together with a copy of the rental ledger, as quickly as possible.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

TENANCY DETAILS	Were the above applicant(s) listed as tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No Were PETS kept? <input type="checkbox"/> Yes <input type="checkbox"/> No Rental Period: From: _____ To: _____ Weekly Rent: \$ _____ per week
PAYMENT	Was rent paid on time? <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Other If OTHER, please elaborate: _____ _____ Was a Termination/Eviction Notice ever issued for arrears? <input type="checkbox"/> Yes <input type="checkbox"/> No Enforced? <input type="checkbox"/> Yes <input type="checkbox"/> No
CARE OF PREMISES	How would you rate the tenants care of the premises? _____ Were routine inspections done? <input type="checkbox"/> Yes <input type="checkbox"/> No Were there any concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes for concerns, please detail: _____ _____
CONDUCT & BREACHES	Was the tenant co-operative? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the tenant considerate? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please elaborate: _____ _____ Did the applicant breach the Residential Tenancy Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please elaborate: _____ _____
END OF TENANCY & THE RENTAL BOND	Who ended the tenancy: <input type="checkbox"/> Landlord/Agent <input type="checkbox"/> Tenant <input type="checkbox"/> Notice not yet given If there was a specific reason, please elaborate: _____ _____ Was the premises left clean and undamaged? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not vacated yet Was the tenant recalled to attend to any items? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what were they? _____ _____ Was the Rental Bond returned in full? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet refunded If NO, please detail claim: _____ _____ Would you rent to this tenant again? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional comments (either way): _____ _____

PLEASE RETURN ASAP to: reception@excellencepm.com.au



Tenancy Application Form - Disclosure Agreement

Name: _____

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the *National Privacy* principles. We collect personal information about you in this form to assess your *Application for Tenancy*. We may need to collect information about you from your previous lessors or letting agents, your employer and referees. We will also check if details of tenancy defaults by you are held on a tenancy database. Your consent for us to collect the information is set out below in the *Privacy Consent* section.

COLLECTION NOTICE

The personal information you provide in this application or our agency collects from other sources is necessary for Excellence Property Management to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the lessor, referees, other agents and third party operators of tenancy databases. Information already held on tenancy databases may also be disclosed to our agency and/or the lessor.

If you enter into a *General Tenancy Agreement* and if you fail to comply with your obligations under the agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the lessor, third party operators of tenancy databases and/or other agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application we will destroy your documents to comply with *Privacy Legislation*. If you do not complete this form or do not sign the consent below then your application for tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I acknowledge that I have read the above *Privacy Disclosure Statement* and *Collection Notice* of Excellence Property Management. I authorise Excellence Property Management to collect information about me from:

- My previous letting agents and/or lessors;
- My personal referees, employers and all other references on this application;
- Tenancy databases to which Excellence Property Management subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Excellence Property Management to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary agents), valuers, the lessor, other agents, database operators, other property managers, body corporate, insurance companies, financial services, if required in the future, and to authorities as required by law.

MARKETING CONSENT

I understand that the agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Excellence Property Management to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

UTILITY CONNECTIONS

It is agreed by ticking this box, consent is given to receive any documentation relevant to the tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGE AND CONSENT BY APPLICANT

Name: _____ Signed: _____ Date: _____



Application for Residential Tenancy

(One application is to be completed per person).

PART 1: RENTAL PROPERTY DETAILS

ITEM 1	AGENCY DETAILS Excellence Property Management 669 Flinders Street, Townsville City QLD 4810 Phone: 07 4408 8062 Email: info@excellencepm.com.au Website: excellencepm.com.au
ITEM 2	PROPERTY DETAILS Address: _____ Suburb: _____ State: _____ Postcode: _____ Rent: \$ _____ Rent period: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly Bond: \$ _____ Tenancy term: _____ <input type="checkbox"/> Fixed term <input type="checkbox"/> Periodic agreement Starting on: _____ Ending on: _____

PART 2: APPLICANT DETAILS

ITEM 3	CONTACT DETAILS Full name: _____ Date of birth: _____ Have you been known by any other names(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what other name(s) have you been known by? _____ Work phone: _____ Mobile: _____ Home phone: _____ Email: _____ Driver's licence: _____ State: _____ Passport number: _____ State: _____ Number of vehicles: _____ Registration number(s): _____
ITEM 4	DEPENDANTS Do you have any dependants? <input type="checkbox"/> Yes <input type="checkbox"/> No DEPENDANTS FULL NAME(S): _____ RELATIONSHIP TO APPLICANT: _____ DATE OF BIRTH: _____ _____ _____ _____
ITEM 5	SMOKING Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No
ITEM 6	PETS Do you intend to keep pets at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of pet/s: _____ Are your pets registered with a council? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please state which council: _____
ITEM 7	APPLICANTS ADDRESS HISTORY Current residential address: _____ Suburb: _____ State: _____ Postcode: _____ Period of occupancy: _____ <input type="checkbox"/> Rent <input type="checkbox"/> Owner <input type="checkbox"/> Other: _____ Current agent's/lessor's name (If renting): _____ Agent/lessor's phone: _____ Email: _____ Fax: _____ Current rent: \$ _____ Rent period: _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly Reason for leaving: _____



Application for Residential Tenancy (Continued)

PART 2: APPLICANT DETAILS

ITEM 7	APPLICANTS ADDRESS HISTORY Previous residential address: _____ Suburb: _____ State: _____ Postcode: _____ Period of occupancy: _____ <input type="checkbox"/> Rent <input type="checkbox"/> Owner <input type="checkbox"/> Other: _____ Previous agent's/lessor's name (If renting): _____ Agent/lessor's phone: _____ Email: _____ Fax: _____ Previous rent: \$ _____ Rent period: _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
ITEM 8	EMPLOYMENT DETAILS Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details of previous employer, if any: _____ Employment status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self employed Occupation: _____ Net income p/w: \$ _____ Date commenced employment (Approx): _____ Date terminated (If applicable): _____ Employers business name: _____ Address: _____ Suburb: _____ State: _____ Postcode: _____ Phone: _____ Fax: _____ Email: _____ If self employed, accountants name: _____ Phone: _____
ITEM 9	CENTRELINK PAYMENTS Are you receiving Centrelink payments? <input type="checkbox"/> Yes <input type="checkbox"/> No Description of payments: _____ Total income per week: \$ _____ Date commenced: _____
ITEM 10	STUDENT DETAILS Are you studying full time? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of education institution you are currently attending: _____ Student identification number: _____ Are you an overseas student?: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Visa expiry date: _____
ITEM 11	PERSONAL REFERENCES <i>Please do not list relatives, another applicant or partners, and provide business hours contact numbers.</i> Referee 1 Name: _____ Relationship: _____ Address: _____ Suburb: _____ State: _____ Postcode: _____ Work phone: _____ Mobile: _____ Email: _____ Referee 2 Name: _____ Relationship: _____ Address: _____ Suburb: _____ State: _____ Postcode: _____ Work phone: _____ Mobile: _____ Email: _____



Application for Residential Tenancy (Continued)

PART 2: APPLICANT DETAILS

ITEM 12	<p>EMERGENCY CONTACTS <i>Emergency contact need to be someone who is not residing at the property.</i></p> <p>Representative 1 Name: _____ Relationship: _____ Address: _____ Suburb: _____ State: _____ Postcode: _____ Work phone: _____ Mobile: _____ Email: _____</p> <p>Representative 2 Name: _____ Relationship: _____ Address: _____ Suburb: _____ State: _____ Postcode: _____ Work phone: _____ Mobile: _____ Email: _____</p>
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PART 3: SUPPORTING DOCUMENTS

ITEM 13	<p>IDENTIFICATION You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain it/them as part of your application. Please tick the identifying documents you have provided with your application. IMPORTANT: At least one form of photo identification MUST be provided.</p> <p>70 Points <input type="checkbox"/> Passport <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Citizenship certificate</p> <p>40 Points <input type="checkbox"/> Australian driver's licence <input type="checkbox"/> Student photo ID <input type="checkbox"/> Department of Veterans Affairs card <input type="checkbox"/> Centrelink card <input type="checkbox"/> Proof of age card <input type="checkbox"/> State/Federal Government photo ID</p> <p>25 Points <input type="checkbox"/> Medicare card <input type="checkbox"/> Council rates notice <input type="checkbox"/> Motor vehicle registration <input type="checkbox"/> Telephone bill <input type="checkbox"/> Electricity bill <input type="checkbox"/> Gas bill <input type="checkbox"/> Tenancy history ledger <input type="checkbox"/> Bank statement <input type="checkbox"/> Credit card statement <input type="checkbox"/> Last FOUR rent receipts <input type="checkbox"/> Rent bond receipt <input type="checkbox"/> Previous tenancy agreement</p>
ITEM 14	<p>PROOF OF INCOME You are required to supply the agent/lessor with proof of your income upon submission of your application.</p> <ul style="list-style-type: none"> - Last TWO pay slips - Bank statements, Group Certificate, Tax Return or Accountant's letter. - Centrelink statement.



Application for Residential Tenancy (Continued)

PART 4: DECLARATION

ITEM 15	<p>PLEASE DECLARE THE FOLLOWING BY SELECTING TRUE OR FALSE</p> <p>I, the applicant,</p> <ul style="list-style-type: none"> • Have never been evicted by an agent/lessor: <input type="checkbox"/> True <input type="checkbox"/> False • Have no known reasons that would affect my ability to pay rent: <input type="checkbox"/> True <input type="checkbox"/> False • Was refunded the rental bond for my last address in full (If applicable): <input type="checkbox"/> True <input type="checkbox"/> False If false, please advise what deductions were made from your bond: _____ • Have no outstanding debts to another agent/lessor: <input type="checkbox"/> True <input type="checkbox"/> False If false, why are you in debt to your past agent/lessor? _____
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PART 5: TENANCY DATABASES

ITEM 16	The agency may use the following tenancy databases to check the rental history of the applicants: _____
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PART 6: ACKNOWLEDGMENT

Please acknowledge the following by selecting either YES or NO.

I, the applicant,

1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings: Yes No
2. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness: Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to , and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available, the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 19999 (Cth). Yes No
10. Declare that the above information is true and correct and that I have supplied it of my own free will. Yes No

Name of applicant: _____

Signature: _____ **Date:** _____



Request To Sign Tenancy Agreement Without Inspecting The Property

(Only complete if you are renting a property **without** inspecting it).

Property: _____ **Date:** _____

Applicants Name/s: _____

I/we have submitted applications for tenancy for the above property. If approved as tenant/s, I/we request to sign a *General Tenancy Agreement* without inspecting the property personally and confirm the following:

- I/we agree that we have had a friend or family member inspect the property on our behalf and have based our application, solely on their representation of the property and not the agents or any of the advertising information available.
- I/we have viewed details and photos of the property advertised by the agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would.
- I/we understand that by signing this document I/we have agreed to take the property as it is, regardless of what state the property is in when I/we collect the keys.
- I/we cannot hold Excellence Property Management or the Lessor accountable for the presentation of the property as I/we have knowingly agreed to take the risk of signing the lease on a property sight unseen (i.e. lawns, cleaning, wear and tear etc.)
- I/we understand and take full responsibility to take the property sight unseen and the risks that relate to this.

Acknowledgment - All applicants are to complete the following section:

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____