

TENANCY APPLICATION FORM

PLEASE NOTE IMPORTANT INFORMATION

Applications **will not be processed** unless all sections have been completed in full, and all supporting documentation and identification has been attached.

Should this application be successful, the applicant will be required to pay a holding deposit equivalent to 2 weeks rent and sign a Tenancy Agreement within 24 hours of approval in order to secure the property. The holding deposit is non refundable after 24 hours of being received, and will be paid toward rent once a Tenancy Agreement has been signed.

Prior to a tenancy commencing, a bond payment must also be made (equivalent to 4 weeks rent).

Bank account details for holding deposit, rent and bond payments;

**Commonwealth Bank Account Name: NCL Property Management Trust Account
BBS 064-450 Account 1042-3711. Please reference your payment with your full name.**

IDENTIFICATION

Each applicant must include 100 points of identification, **along with at least one copy of photo identification**. The below checklist will assist with providing the required identification.

- | | |
|--|--|
| <input type="checkbox"/> Drivers License or 18 Plus Card (30 points) | <input type="checkbox"/> Previous Tenant Ledger (20 points) |
| <input type="checkbox"/> Passport (30 points) | <input type="checkbox"/> Copy of Bank Statement, ATM Card or Credit Card (20 points) |
| <input type="checkbox"/> Birth Certificate (30 points) | <input type="checkbox"/> Motor Vehicle Registration Papers (20 points) |
| <input type="checkbox"/> Medicare Card (20 points) | <input type="checkbox"/> Copy of Electricity or Telephone Account (20 points) |

If you are having difficulty providing the required ID, please contact our office for assistance.

PROOF OF INCOME

Please include **at least one** of the following items relating to proof of income;

- Recent Pay Slips equivalent to a month.
- Copy of last financial year Tax Return if self employed.
- Bank statement showing a month worth of deposits from employer.
- Bank statements showing 6 months worth of deposits if self employed.
- Copies of Centerlink Statements showing the last month worth of income if you are receiving government benefits.

LODGING YOUR TENANCY APPLICATION

Once your Tenancy Application has been completed in full and the above identification & proof of income requirements have been attached, please submit to NCL Property Management via one of the below methods;

Email: Property Manager – Lawrence Cercone: lawrence@nclpm.com.au

Mobile: 0449 665 661

Fax: 07 5591 8085

Mail: Po Box 314 Chevron Island QLD 4217

In Person: Please make an appointment with the Property Manager if you will be submitting your application in person.

Please ensure that you have read and understood the information detailed on this page as well as the **Privacy Statement** and **Applicant Declaration and Privacy Act Acknowledgement** on Page 4 prior to submitting this application.

NCL Property Management will endeavour to process your application within 2 business days, however this is greatly dependent on the response time from your referees, employers and contacts.

PROPERTY DETAILS

Property you wish to apply for: _____

Preferred Lease Term _____ Preferred Lease Commencement Date _____

Rent Per Week _____ Bond _____ Total No Of Occupants To Reside On Premises _____

List No of Adults _____ Children _____ Ages _____

To Be Kept on Premises: Cars _____ Boats _____ Other _____

Pets to Reside On Premises: Yes No List Number, Type, Breed & Ages _____

APPLICANTS PERSONAL DETAILS

Mr Mrs Miss Ms Full Name _____

Date of Birth _____ Drivers Licence Number, Passport No or Pensioner Number _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email _____ Car Registration No _____ Make / Model _____ State _____

Next Of Kin (Not living with you) Name _____ Address _____

Phone _____ Mobile _____ Are you a smoker? Yes No

PROPERTY DETAILS - CURRENT

Current Address _____ Rented Owned

If Rented, List Agency _____ Phone _____ Fax / Email _____

Rent Paid Per Week _____ Commencement of Tenancy _____ Lease Expiry _____

Have you received a Termination Notice? Yes No Reason _____

Reason For Leaving _____

Will bond be refunded in full? Yes No If not, why _____

Please assist us with a speedy application process by attaching a copy of your current tenancy ledger.

If Owned, List Date of Purchase: / / As proof of ownership I have attached: Rates Notice or Contract of Sale

PROPERTY DETAILS – PREVIOUS

Address _____ Rented Owned

If Rented, List Agency _____ Phone _____ Fax / Email _____

Rent Paid Per Week _____ Commencement of Tenancy _____ Lease Expiry _____

Was bond refunded in full? Yes No If no, list deductions _____

Did you receive a Termination Notice? Yes No Reason _____

Other Reason For Leaving _____

If Owned, List Date of Purchase: / / As proof of ownership I have attached: Rates Notice or Contract of Sale

EMPLOYMENT DETAILS

Please tick your employment type: Self Employed Full Time Employee Part Time Employee Casual Employee

Full Time, Part Time or Casual Employees To Complete:

Occupation _____ Employer / Company _____

Payroll Department Contact No _____ Managers Contact No _____

Length of Time at Place of Employment _____ Nett Weekly Earnings _____

Are you on a probation period? Yes No

If you have been employed for less than 6 months please list previous employer: _____

Length of Time Employed _____ Occupation _____ Nett Weekly Earnings _____

Reason for Leaving _____ Payroll / Manager Contact No _____

Self Employed Persons To Complete:

Business Name _____ Business Type _____

Number of Years Self Employed _____ Business Age _____ State _____

Accountant _____ Phone _____

Have you notified your accountant that we will be in contact to confirm your earnings? Yes No

Alternatively you may wish to attach a letter from your accountant to confirm your earnings.

Have you supplied 6 months worth of bank statements to confirm your income? Yes No or

Have you supplied your last financial years Tax Return to confirm your earnings? Yes No

If this business has been operating for under 6 months, please list previous employer: _____

Length of Time Employed _____ Occupation _____ Nett Weekly Earnings _____

Reason for Leaving _____ Payroll / Manager Contact No _____

Additional Comments: _____

OTHER INCOME

Type _____ Amount _____ Per _____

Have you attached proof of this income i.e. Statements / Bank Statements? Yes No

Additional Comments _____

TOTAL INCOME

In total, I earn / receive the amount of \$ _____ per Week Fortnight Month

PERSONAL REFEREES – NO RELATIVES / FRIENDS PLEASE

1) Full Name _____ Relationship To Applicant _____
Occupation _____ Phone Number _____

2) Full Name _____ Relationship To Applicant _____
Occupation _____ Phone Number _____

3) Full Name _____ Relationship To Applicant _____
Occupation _____ Phone Number _____

PRIVACY STATEMENT

NCL Property Management is an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form for the purpose of assessing your application for residential tenancy. We may be required to collect information about you from your previous letting agent or landlord, your current and/or your previous employer as well as 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 the application relates. Should this application be successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owners 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 NCL Property Management. 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.

APPLICANT DECLARATION & PRIVACY ACT ACKNOWLEDGEMENT

I, the applicant acknowledge that I have read and understood the privacy statement above.
I hereby declare that the information I have provided in this application is true and correct.
I authorize the leasing agent to conduct all enquiries & searches necessary in order to confirm the information I have supplied in this application.
Furthermore, I authorize the leasing agent to contact all necessary contacts and referees supplied in this application for verification regarding the details I have provided in this application, including information regarding my personal details, employment information and rental history.
My consent is given for the leasing agent to conduct searches and request information from any person or company who has previously submitted my information to a tenancy default database.
I authorise the agent to collect information from Tenancy Default Database which may contain personal information about me.
In the event that my application is successful and I should default under a residential tenancies agreement, the agent is authorised to disclose my personal details to a national tenancy default database, as well as to any future prospective landlords or Agents who may request the information.
I authorise the agent to disclose my personal information to the owner of the property for the purpose of verifying suitability of my application for residential tenancy.
Should my application be successful I authorise the agent to disclose my personal information to organisations concerning the tenancy relationship including service providers and tradesman, as well as other third parties such as valuers, salespeople, contractors, body corporate, insurance companies, other Agents, tenancy tribunal, solicitors or debt collectors.
I hereby authorize the leasing agent to use my personal information for the purpose of preparing tenancy documentation, as well as authorizing the agent to supply the relevant personal information to the Residential Tenancies Authority as required.

I am aware that this application cannot be processed until such time as all sections have been completed correctly and in full, and all supporting documentation and identification has been attached.
I acknowledge that should this application be approved, the property will not be held or placed "off the market" until such time as I have made payment to the Agent, equivalent to the first 2 weeks rent as a holding deposit, which is non refundable after 24 hours of being received.
I acknowledge that the 2 weeks rent I will pay to secure the property is non refundable after 24 hours of being received.
I acknowledge that until such time as the payment of 2 weeks rent is made to the Agency, the property can be offered to other prospective tenants or applicants.
I acknowledge that should my application be approved I will be required to sign all tenancy documents within 24 hours of acceptance, including a General Tenancies Agreement.
I acknowledge that a bond is also payable within 48 hours of acceptance of this application and the bond will be equivalent to a minimum of 4 weeks rent.
I acknowledge that should my application be approved, the Agent will not release any keys and or remotes for access to the property until such time as I have made all required payments (2 weeks rent plus the required bond) and until I have signed all tenancy documentation as required by the Agency.
I acknowledge that if this application is rejected, the Agent has no legal obligation to give reasons for the rejection.
I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent.

I declare that I have inspected the premises which I am applying for, and confirm that it is in an acceptable condition for which I am able to occupy.
I declare that I am not bankrupt nor am I bound by any debts which may affect my obligations to meet the required weekly rental payments for the property which I have applied for.

I hereby declare that I have read and understood the above and give my consent regarding the collection and disclosure of my personal information.

Applicant Signature _____ Print Name _____ Date _____

Witness Signature _____ Print Name _____ Date _____