



Tenancy Application Form

Phone: 07 3284 2444

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PLEASE NOTE THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS FILLED OUT COMPLETELY AND COPIES OF SUPPORTING DOCUMENTS ARE SUPPLIED.

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION.

1. You will need to make your own enquires as to the availability of NBN or any other services you require.
2. If you are approved, you will be required to pay bond (4 weeks rent) and 2 weeks rent prior to moving in.
3. You will be required to attend a sign-up appointment in the office within 2 days of being approved.
4. Each applicant over the age of 18 is required to complete an application (even if they are wanting to be an approved occupant).
5. Copies of documentation can be copied at our agency for a cost of \$5 per application.

OFFICE HOURS

Monday-Friday 8:30am-5:00pm

Saturday-Sunday CLOSED

APPLICANTS CHECKLIST

Before I submit this application, I have:

- ∇ Attached copies of all supporting documents
- ∇ Inspected the property both internally and externally
- ∇ Completed all parts of the application form
- ∇ Provided all contact details and documentation of income
- ∇ Read and signed all the Privacy Disclosure Statements and Privacy Consent and other consent forms
- ∇ Informed current Real Estate, Private Land Lords that you are applying for other rental properties

Property Details

What is the property address that you would like to apply for.

Postcode:

Preferred move in date?

Day	Month	Year

Lease Term?

Years	Months

Rental Amount?

\$		Per Week
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How many occupants will normally occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children,	Ages _____
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Personal Details

Please give us your details

Mr Mrs Ms Miss Other

Full Name:

Date of Birth

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Contact Details

Phone:
Email:

Drivers License Details

Number:	State:	Expiry:
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Passport Details

Number:	Expiry:
State:	

What is your current address

Postcode:

Rental Amount?

\$	Weekly
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How Long have you resided at this address?

Years	Months

Reason for leaving?

Current Agency and contact details.

What was your previous address?

Postcode:

How Long have you resided at this address?

Years	Months

Previous Agency and contact details.

Rental Amount?

\$	Weekly
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Employment Details

What is your occupation and length of employment?

	Length:
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What is the nature of your employment?
(please circle)

FULLTIME/ PART TIME/ CASUAL

Employer Details(Including contact person and phone number).

Net Income.

\$	Weekly
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I understand, should my application be accepted, the agency (on behalf of the lessor) will require a General Tenancy Agreement (Form 18a) signed and monies rent and/or bond paid with in a 2-day window of being approved. I understand all required tenancy documents will be given to me at the sign-up appointment.

I consent to the use of email and SMS before the tenancy commences and during the tenancy (upon being approved). I understand the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at the agreed appointment time. ***If you do not have an email, please cross out this section initial and date.***

I understand should my application be denied by the lessor, there is no legal requirement of the agency to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having read the privacy act and the privacy policy.

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy.

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy. I also acknowledge that this rental application is subject to the landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

I Consent to the agency to contact all the necessary people as part of the application process to verify the information that I have provided. I also consent to my personal information to be passed on during the tenancy (should it be successful) and after the tenancy ends if required.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE LESSOR. I DECLARE THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT AND OF MY OWN FREE WILL.

Signature: _____

Name: _____

Date: _____

Privacy Notice and Consent

Consent

I _____

(Full name/s)

(Residential Address)

have read and understood the attached information. I authorise employees of John Beal Real Estate, and independent contractors of John Beal Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with John Beal Real Estate. 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 John Beal Real Estate John Beal Real Estate may be unable to provide the products or services I have requested.

Signed _____ Date _____

Parent/Guardian Signature (if under 18 years of age) _____

Privacy

John Beal Real Estate Pty Ltd (ACN 072 121 512) trading as John Beal Real Estate is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out John Beal Real Estate condensed Privacy Notice. John Beal Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by John Beal Real Estate of the APPs or an applicable APP Code.

Information Collection, Use and Disclosure

During the course of your involvement with John Beal Real Estate, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell, purchase your property;
- Assisting you to lease a property (either as 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, date of birth, residential address, postal address
- Your email address, home/work & mobile phone number
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- 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 that 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 that you are a buyer or a 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 systems;
- 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 or 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 adviser, your past or current employers, your previous lessors or property managers, and 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 forms 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 if you know which countries information is likely to be sent to, insert the following words: "including but not limited to Country A, Country B, Country C". If you do not anticipate sending information overseas at this point, leave blank. 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 and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to John Beal Real Estate 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 access to your information and to request that John Beal Real Estate 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:



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REDCLIFFE QLD 4020



(07) 3284 2444



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