



John Beal Real Estate

PO BOX 390, REDCLIFFE QLD 4020

19 Redcliffe Pde, REDCLIFFE Q 4020

Phone: (07) 3284 2444

Fax: (07) 3284 2449

[sharee@johnbealrealestate.com.au](mailto:sharee@johnbealrealestate.com.au)

[www.johnbealrealestate.com](http://www.johnbealrealestate.com)

### **RESIDENTIAL TENANCY APPLICATION FORM**

- Each Applicant over the age of 18 MUST complete a separate application (Even if only approved occupant/s)
- Application/s will not be processed unless all documentation is provided AND the applicant has viewed the property. (In special circumstances we can discuss other options if viewing is not an option).
- Copies of documentation can be copied at our agency for a cost of \$5.00 per application.

### **OFFICE HOURS**

Monday – Friday: 8:30am – 5:00pm

Saturday – Sunday – CLOSED

### **PROCESSING APPLICATION**

In most instances, we will process your application/s within 48 hours of receiving complete documents. We will contact you via phone, email or SMS to advise on status. If we are unable to contact referees/references the process may take longer.

### **PETS**

Only pets approved upon application are permitted to be kept at the premises. All pets must be kept outside unless agreed in writing. All applications for new pets during a tenancy must be requested in writing & no pet should be obtained until written confirmation from our agency has been sent. Upon vacating the premises, a full internal and external flea treatment must be carried out with receipt provided to our office upon handover.

### **SMOKING**

Company policy is NO smoking is permitted inside the property due to health and safety and fire risks.



Rental property applying for

(Street)

(Suburb)

# Privacy Notice and Consent

## Consent

I/We \_\_\_\_\_

(Full name/s)

of \_\_\_\_\_

(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:



PO Box 390  
REDCLIFFE QLD 4020



(07) 3284 2444



john@johnbealrealestate.com.au

**PROPERTY ADDRESS APPLYING FOR**

IF APPROVED, PREFERRED LEASE START DATE: \_\_\_\_\_ TERM: 6Mths/ 12mths/ other

**PERSONAL DETAILS**

Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

D.O.B: \_\_\_\_\_ PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_

MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Have you ever been known by another name: YES / NO.?

If yes, what other name have you been known by? \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

**OTHER OCCUPANTS**

Please provide details of any other person/s wishing to occupy the property including dependants. Please note anyone over the age of 18 will need to complete their own application form regardless of if they will be a lease holder.

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_ LEASE HOLDER: Yes/No

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_ LEASE HOLDER: Yes/No

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_ LEASE HOLDER: Yes/No

**RENTAL HISTORY (Contact Details must be Provided).**

**CURRENT ADDRESS:** OWN / RENT / BOARD (PLEASE CIRCLE)

STREET: \_\_\_\_\_ SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_

NAME OF AGENCY/OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT/BOARD \_\_\_\_\_ per week. PERIOD OF OCCUPANCY: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**PREVIOUS ADDRESS:** OWN / RENT / BOARD (PLEASE CIRCLE)

STREET: \_\_\_\_\_ SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_

NAME OF AGENCY/OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT/BOARD \_\_\_\_\_ per week. PERIOD OF OCCUPANCY: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

### **EMPLOYMENT AND INCOME DETAILS**

IF YOU ARE RECEIVING CENTRELINK PAYMENTS PLEASE PROVIDE A **CURRENT** CENTRELINK STATEMENT

**CURRENT EMPLOYMENT:** Fulltime / Perm Part Time/ Casual / Centrelink / Contract (Please circle).

JOB TITLE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ NET WEEKLY SALARY: \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** Fulltime / Perm Part Time/ Casual / Centrelink / Contract (Please circle).

JOB TITLE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ NET WEEKLY SALARY: \_\_\_\_\_

### **SELF EMPLOYED**

How long has the business been established? \_\_\_\_\_ Years \_\_\_\_\_ Months

Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS OF BUSINESS: \_\_\_\_\_

ACCOUNTANTS NAME: \_\_\_\_\_ ACCOUNTANTS PHONE: \_\_\_\_\_

**PLEASE ATTACH BANK STATEMENTS FOR THE LAST 3 MONTHS OR LAST YEARS END OF FINANCIAL YEAR STATEMENT.**

### **PETS**

DO YOU HAVE ANY PETS: YES / NO (Please circle)?

TYPE OF PET: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE: \_\_\_\_\_

TYPE OF PET: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE: \_\_\_\_\_

Have you ever leased another property with your pet/s before? Yes / No (Please circle)

Is your pet/s registered with local council? Yes / No (Please circle).

### **VEHICLES**

MAKE OF VEHICLE: \_\_\_\_\_ MODEL: \_\_\_\_\_ REGO: \_\_\_\_\_

How many vehicles will be housed at the property including your own? \_\_\_\_\_

**EMERGENCY CONTACT DETAILS/PERSONAL REFERENCES**

NAME OF RELATIVE OR PERSON **NOT** LIVING WITH YOU TO CONTACT IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**NEXT OF KIN**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TERMS AND CONDITIONS – PLEASE READ CAREFULLY**

I AGREE TO PROVIDE 100 POINTS IDENTIFICATION – Requirements are as follows (and VISA or current residency status in Australia if required).

1.  **DRIVERS LICENSE SHOWING CURRENT ADDRESS – 60 POINTS**
2.  **PASSPORT (CURRENT) – 60 POINTS**
3.  **LAST 4 RENT RECEIPTS / TENANCY LEDGER OR MORTGAGE PAYMENTS – 40 POINTS**
4.  **RECENT UTILITIES ACCOUNT SHOWING CURRENT ADDRESS – 30 POINTS**
5.  **BIRTH CERTIFICATE – 20 POINTS**
6.  **STUDENT IDENTIFICATION – 20 POINTS**
7.  **CREDIT CARD OR BANK CARD WITH SIGNATURE – 20 POINTS**
8.  **BANK STATEMENT – 20 POINTS**
9.  **MEDICARE CARD – 10 POINTS**

IF YOU ARE UNABLE TO MEET THE 100 POINT CRITERIA LISTED ABOVE, PLEASE SPEAK WITH THE PROPERTY MANAGER.

- I AGREE TO PROVIDE PROOF OF INCOME AS PART OF THIS APPLICATION SUCH AS RECENT INCOME PAYSLEIPS, ACCOUNTANT LETTER OR CENTRELINK STATEMENT.
- I UNDERSTAND THAT SHOULD MY APPLICATION BE ACCEPTED, THAT THE AGENCY (on behalf of the Lessor) WILL REQUIRE A GENERAL TENANCY AGREEMENT SIGNED & MONIES PAID WITHIN A 24 HOUR TIMEFRAME. I UNDERSTAND THAT ALL REQUIRED TENANCY DOCUMENTS WILL BE GIVEN TO ME PRIOR TO MONIES BEING TAKEN UPON ACCEPTANCE.
- I CONSENT TO THE USE OF EMAIL OR FAX BEFORE THE TENANCY COMMENCES & DURING THE TENANCY – I AGREE THAT THE TENANCY AGREEMENT & REQUIRED TENANCY INFORMATION MAY BE EMAILED OR FAXED TO ME IF I AM

UNABLE TO ATTEND THE OFFICE AT AN AGREED APPOINTED TIME. (If you do not agree to the use of email/fax, please cross this section out & initial the paragraph & insert date.)

- I UNDERSTAND THAT SHOULD MY APPLICATION BE DECLINED BY THE LESSOR, THAT THERE IS NO LEGAL REQUIREMENT TO DISCLOSE THE REASON/S WHY. I ALSO UNDERSTAND THAT MY APPLICATION & PERSONAL INFORMATION WILL BE DISPOSED OF IN ACCORDANCE WITH THE PRIVACY ACT & AGENCY PRIVACY POLICY. (If you would like a copy of the agency privacy policy, please request one from our staff.)
- I UNDERSTAND THAT IF I HAVE ANY QUESTIONS ABOUT THE TENANCY OR APPLICATION PROCESS, THAT OUR AGENCY WELCOMES & ENCOURAGES ENQUIRIES PRIOR TO APPLICATIONS BEING MADE. I FURTHER UNDERSTAND THAT I CAN REQUEST A COPY OF THE GENERAL TENANCY AGREEMENT INCLUDING STANDARD & SPECIAL TERMS (FORM 18a) & TENANCY INFORMATION STATEMENT (Form 17a) PRIOR TO MAKING THE APPLICATION. A COPY SHALL BE PROVIDED IF THE TENANCY APPLICATION IS SUCCESSFUL BEFORE ANY MONIES ARE TAKEN.
- **I UNDERSTAND THAT I WILL BE REQUIRED TO PAY A FULL BOND OF 4 WEEKS RENT AND 2 WEEKS RENT PRIOR TO COMMENCING THE TENANCY.** (If you are unsure as to the total amount, please ask the property manager.)
- I ALLOW CONSENT FOR THE AGENCY AS PART OF THE APPLICATION PROCESS TO CONTACT ALL NECESSARY PEOPLE INCLUDING REFEREES, OTHER AGENTS/LANDLORDS, TENANCY DATABASES, EMPLOYMENT CONFIRMATION TO VERIFY THE INFORMATION PROVIDED ON THE APPLICATION. I UNDERSTAND THE FEDERAL PRIVACY ACT REQUIREMENTS & AUSTRALIAN PRIVACY PRINCIPLES WILL BE ADHERED TO BY OUR AGENCY.
- I CONSENT TO MY PERSONAL INFORMATION BEING PASSED ON DURING THE TENANCY (should it be successful) & AFTER THE TENANCY IF REQUIRED TO THIRD PARTIES WHICH INCLUDE (though are not limited to) TRADESPEOPLE, SALESPEOPLE, INSURANCE COMPANIES, BODY CORPORATES, TENANCY DATABASES & RELEVANT PARTIES IN FULL COMPLIANCE WITH THE FEDERAL PRIVACY ACT. THE LESSOR OF THE PROPERTY WILL BE PROVIDED ALL RELEVANT INFORMATION AS THE AGREEMENT IS BETWEEN THE LESSOR AND THE TENANT (The agency manages the tenancy on behalf of the Lessor). THE AGREEMENT, SHOULD IT COMMENCE, IS A LEGALLY BINDING CONTRACT BETWEEN THE LESSOR AND THE TENANT.

**BY SIGNING THIS FORM, I AGREE THAT I HAVE READ & UNDERSTOOD ALL OF THE ENCLOSED INFORMATION.**

**Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**MAKES MOVING EASY**  
**Your FREE No Obligation Connection Service**



**Redcliffe**  
 19 Redcliffe Parade  
 Redcliffe QLD 4020  
 P: 07 3284 2444 F: 07 32842449

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- |             |            |                   |          |        |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas        | Phone             | Internet | Pay TV |
| Insurance   | Removalist | Truck or van hire | Cleaners |        |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

|                               |                 |
|-------------------------------|-----------------|
| <b>Name of Applicant</b>      |                 |
| <b>Address For Connection</b> |                 |
|                               | <b>Postcode</b> |

Contact Phone Number

Date Of Birth

CONNECTION DATE



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date



**PUBLIC ENQUIRY  
DEPARTMENT**

P.O. BOX 120  
CONCORD NSW 2137

**TEL: 190 222 0346**  
Calls charged at \$5.45 per minute,  
higher from mobile and payphones

ABN: 84 087 400 379

## TICA Privacy Disclosure Form

This form provides information about how your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_