



**PROPERTY
MANAGEMENT
APPLICATION
FORM**

THANK YOU...

Thank you for your application for tenancy with Oliver Hume Property Management.

We will endeavour to process this application immediately as we understand that a timely response is important to all parties.

We aim to provide you with a definite answer within 24 - 48 hours of receipt of your application. Please note that there can be some delays due to wait times on responses from third parties, including but not limited to personal references, employment references and emergency contact confirmation.

To assist with the immediate processing of your application, please refer to the checklist attached and notify any third parties of our intent to contact them to process this application.

SECURING YOUR TENANCY ONCE APPROVED...

Once you have received confirmation of your successful application, we will make arrangements for you to sign relevant documentation and make necessary payment contributions towards the property.

Upon signing lease documents, an amount of four (4) weeks rent known as the bond and two (2) weeks rent in advance, in full will be required to secure the property.

A copy of the tenancy agreement will be provided for perusal prior to the discussion and signing of the documents.

Bond transfers are NOT accepted under any circumstances. You must pay your bond and rent money by Bank Cheque or EFTPOS when signing the documents.

Oliver Hume Property Management will under no circumstances accept cash payments for bond or rent monies.

KEYS...

Keys to the property will not be handed over for access to the property until the lease start date has commenced, the tenancy sign-up is complete and all amounts to be contributed (bond and rent monies) have been paid in full.

RENT PAYMENTS...

The initial payment of two (2) weeks rent and four (4) weeks bond is to be paid by Bank Cheque or EFTPOS only (a surcharge for credit card payments will apply). You will be given 4 options in which to pay your rent, including EFTPOS, Bank Cheque, BPAY or Direct Debit.

Under no circumstances will personal or company cheques be accepted for ANY payment.

CONTACT...

Oliver Hume Property Management hopes the information provided has been of value to you.

Please do not hesitate to contact our office should you have any questions and we will endeavour to provide every assistance to you possible.

It is our aim to ensure that your association with our office is an enjoyable one.

CHECKLIST...

When completing your application, check all relevant sections have been filled in correctly.

- I have completed all sections of the application form.
- I have provided a minimum of three (3) Personal References.
- I have provided my 'Emergency Contact' information.
- I have provided copies of the mandatory photo identification.
- I have provided copies of my supporting identification documentation.
- I have provided proof of my current/future income.
- I have read and signed the 'Acknowledgements' in acknowledgement of the terms of this application.



RESIDENTIAL TENANCY APPLICATION FORM

PLEASE COMPLETE ONE APPLICATION FORM PER OCCUPANT OVER THE AGE OF 18

PROPERTY DETAILS:

Property Address:

Requested commencement date of Tenancy:

Tenancy END Date and/or Requested Term of Tenancy:

Rental property amount per week \$

PERSONS INVOLVED:

Full Name of Applicant:

Date of Birth:

Business Hours Phone:

Mobile:

Email Address:

RENTAL HISTORY:

CURRENT RESIDENTIAL ADDRESS:

Own Rent

Address:

Contact details to confirm current living arrangements Lessor Agent Other

Name:

Phone/Mobile:

PREVIOUS RESIDENTIAL ADDRESS:

Own Rent

Address:

Contact details to confirm current living arrangements Lessor Agent Other

Name:

Phone/Mobile:

ADDITIONAL INFORMATION:

Number of Occupants who will reside at the property:

Number of Dependants who will reside at the property:

Is anyone applying or going to reside at the property a smoker? YES NO

Names of Occupants/Dependants: 1 2

3 4 5

Do you have any pets? YES NO

If Yes, Pet Type

Breed Number of Pets Registered with council? YES NO

REFERENCES:

REFERENCE #1

First Name:

Business Hours Phone:

Address:

REFERENCE #2

First Name:

Business Hours Phone:

Address:

NEXT OF KIN (CONTACT IN CASE OF EMERGENCY OR EXTENUATING CIRCUMSTANCES)

First Name:

Phone/Mobile:

Address:

EMPLOYMENT DETAILS:

EMPLOYMENT/INCOME (PLEASE INDICATE BY CIRCLING OR TICKING BELOW)

Full Time Part Time Contractor Casual Not employed Self-employed Student

Other

Weekly net income: \$

Name of Employer:

Payroll Contact Name:

Phone:

Fax:

Length of Time at Current Employment:

Months

Years

IF A STUDENT

University Tafe College Other

Student ID number:

Visa Number:

IF SELF EMPLOYED

Name of Business:

Name of Business Accountant:

Address of Accountant:

Email:

Phone

Fax

Are you an Australian Citizen?

YES NO

If No, please provide details of VISA or residency status as part of the application.

TERMS AND CONDITIONS – PLEASE READ CAREFULLY

I agree to provide 100-point identification – requirements are as follows (and VISA or current Residency status in Australia).

Driver licence showing current address	60 POINTS	Passport	60 POINTS
Recent utilities account showing current address	30 POINTS	Last 4 rent receipts or mortgage payments	40 POINTS
Birth Certificate	20 POINTS	Medicare Card	10 POINTS
Student Identification	20 POINTS	Student Visa	30 POINTS
Credit card with signature	20 POINTS	Bank cards with signature	20 POINTS

If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.

I agree to provide proof of income as part of this application such as recent income verification pay slip, 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 to be signed and monies (rent and bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to using email or fax for communication purposes between the agent, lessor and myself before and during the tenancy. I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed appointment time.

I understand that should my application be denied by the lessor, that there is no legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the 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 the application process, that the agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond) are taken. The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirements, pest control and/or water charging.

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, (please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).

I provide consent for the agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which includes, however is not limited to tradespeople/contractors, salespeople, insurance companies, body corporates, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence, is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines.

BY SIGNING THIS FORM, I HAVE READ AND UNDERSTOOD CLEARLY ALL OF THE INFORMATION OUTLINED ABOVE.

Name of Applicant:

Applicant Signature:

Date:

We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on this application; Contact by our agency may be made via phone, sms or email.

INFORMATION ABOUT TENANCY DATABASES

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

As a property manager, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases:

- TICA (Tenant Information Control Australia)
- NTD (National Tenancy Database)

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 provide you with the contact details of the database operator so you can find out information about your listing.

WHERE CAN I GET FURTHER INFORMATION?

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

● **LIVER HUME**

PROPERTY MANAGEMENT

OFFICE HOURS

Our office operates during the following hours:

MONDAY 9.00 AM – 5.00 PM
TUESDAY 9.00 AM – 5.00 PM
WEDNESDAY 9.00 AM – 5.00 PM
THURSDAY 9.00 AM – 5.00 PM
FRIDAY 9.00 AM – 5.00 PM
SATURDAY & SUNDAY CLOSED

Our team endeavours to have someone available for you to speak with 7 days a week. In case of an emergency please contact Amanda Bowes on 0488 037 858 or phone the emergency number listed in your tenancy agreement.

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