

# RENTAL APPLICATION

Please note that this application will not be processed until ALL details have been completed and copies of all supporting documents attached. Each applicant must submit an individual form.

## OFFICE HOURS

Havig & Jackson Clayfield:

**Monday to Friday**

8:30am to 5pm

**Saturdays**

8:30am to 12pm

## SECURITY DEPOSIT AND BOND

Deposit (2 Weeks Rent) 2 x \$ = \$

Deposit must be paid upon application approval. The deposit payment becomes your first 2 weeks of rent.

Bond (4 Weeks Rent): 4 x \$ = \$

Full bond must be paid when the keys are collected for the property.

## APPLICATION CHECKLIST

Before handing in your application form, check that you have completed the following:

- Photocopies of documents to meet 100 or more points of identification
- Inspected the rental property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for the confirmation of income source
- Read and signed the Privacy Statement and Privacy Consent form
- Provided a separate application form for each other applicant applying

## APPLICATION PROCESSING

In most cases, we are able to process applications within 48 hours. If you are approved, we will notify you via phone. Applications cannot be processed without complete information and supporting documents.

## SECURING THE PROPERTY

If your application is approved, a deposit equal to two weeks rent is required within 24 hours of acceptance to secure the property. Please note that all payments must be paid in cleared funds (money order or bank cheque). Personal cheques and cash are not accepted.

If your application is approved and you have paid a two week deposit, it is deemed that the tenancy shall be proceeding as these funds shall be receipted as part of the bond. In the event that you do not proceed with the tenancy, you agree to sign relevant documents to break your lease and you will have to continue to pay rent until a new suitable tenant has been located, together with our associated agency fees.

## 100 POINT IDENTIFICATION CHECKLIST

To assist your application, you need to provide 100 points of identification. The 100 points may include any of the following totaling 100 points or more.

Item	Points
18 + Card OR Pension Details	40
Drivers License & Motor Vehicle Registration	40
Current Passport	40
Previous Rent Ledgers & Bond Refund History	40
Payslips	30
Birth Certificate	20
Previous 2 Tenancy References	20
Medicare Card	20
Telephone/Electricity/Gas Account	10
Bank Statement	10

## PHOTO IDENTIFICATION DOCUMENTS

This Application must be accompanied by copies of documents from those listed above for the 100 point Identification check. Please note this must include a Driver's License, Passport or 18+ Card. Your original Driver's License, Passport or 18+ Card will be required to be sighted at the time of handing in your application.

## REALESTATE.COM – 1FORM

Code: HJRE2016

Apply Online

698 Sandgate Road  
Clayfield QLD 4011

P 07 3326 8444

F 07 3262 9259

E [reception@hjre.com.au](mailto:reception@hjre.com.au)

Property Management

[www.hjre.com.au](http://www.hjre.com.au)

## PROPERTY DETAILS

Address of the Property you would like to Rent:

Post Code

COMMENCEMENT DATE:

LEASE TERM:

RENT (per week):

NAMES OF ALL OTHER OCCUPANTS FOR THE PROPERTY:

NAMES AND AGES OF ANY CHILDREN TO OCCUPY THE PROPERTY:

## AGENT DETAILS

### Havig & Jackson Clayfield

Address: 698 Sandgate Road, Clayfield, QLD 4011  
 Phone: 07 3326 8444  
 Fax: 07 3262 209  
 Email: clayfield@hjre.com.au  
 Website: www.hjre.com.au  
 ABN: 71 081 019 783

## OUR MOVING SERVICE

Successful applicants will be contacted by one of our **Havig & Jackson** Movologists to discuss the connection of services such as electricity, gas, water and broadband. We can also source obligation free quotes for removalist, storage, cleaning, maintenance services and much more.



powered by **Movinghub™**

## PERSONAL DETAILS

Title:	First Name:	Last Name:
--------	-------------	------------

Current Address:	Post Code
------------------	-----------

Email:	Date of Birth:
--------	----------------

Mobile Phone:	Home Phone:	Work Phone/Fax:
---------------	-------------	-----------------

Drivers License Number:	Driver License Expiry Date:	Drivers License State:
-------------------------	-----------------------------	------------------------

Passport Number:	Passport Expiry Date:	Passport Country:
------------------	-----------------------	-------------------

### NEXT OF KIN DETAILS:

Name:	Relationship:
-------	---------------

Current Address:	Post Code
------------------	-----------

Phone:	Mobile:	Email:
--------	---------	--------

### STUDENT INFORMATION:

Place of Study:	Student No:
-----------------	-------------

Course Name:	Course Length:
--------------	----------------

Course Name:	Course Length:
--------------	----------------

### OTHER INFORMATION:

Make/Type of Car and Registration Number:

Details of any Pets:

## RENTAL HISTORY

<b>Current Address</b>		<b>How long have you lived here?</b>	
Why are you leaving current address?		Year/s	Months
Landlord/Agent Name:	Landlord/Agent Phone:	Weekly Rent Paid:	
<b>Previous Address</b>		<b>How long did you live there?</b>	
Previous Residential Address:		Year/s	Months
Landlord/Agent Name:	Landlord/Agent Phone:	Weekly Rent Paid:	Was Bond refunded in full?
Choose One: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Parent <input type="checkbox"/> Share			

## EMPLOYMENT HISTORY

What is your current Occupation?		Type: Full Time / Part Time / Casual	
Employers Name:	Contact Name:	Phone Number:	
Length of Employment:	Net Income:	Per: Week / Month / Year	
Employer's Address:			
What was your previous Occupation?		Type: Full Time / Part Time / Casual	
Employers Name:	Contact Name:	Phone Number:	
Length of Employment:	Net Income:	Per: Week / Month / Year	

## SELF EMPLOYMENT DETAILS

Company Name:	Business Type:		
Business Address:			
Position Held:	ABN:	Net Weekly Income:	
Accountant Name:	Phone:		
Accountant Address:			

## OTHER INCOME

**If Receiving Government Assistance Please Attach Proof Of Income & Statements**

Source(s) of other income:

## HOW DID YOU HEAR ABOUT US?

### COLLECTION OF INFORMATION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for Havig & Jackson Real Estate 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 the 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(s), referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Havig & Jackson Real Estate and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this 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 24 hours. If you decide not to collect your application Havig & Jackson will destroy your documents to comply with its privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the relevant Property or; if considered, may be rejected due to insufficient information to assess the application.

### PRIVACY STATEMENT AND CONSENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites [www.tica.com.au](http://www.tica.com.au) and [ntd.net.au](http://ntd.net.au). Your consent to us collecting this information is set out below, in the Consent section.

I, the Applicant acknowledge that I have read the above Privacy Statement and Collection Notice of Havig & Jackson Real Estate. I authorize Havig & Jackson to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal references, employers and all other references on this application;
- Any Tenancy Default Database (TICA and NTD) which may contain 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 offices, insurance companies, financial services (to assist with home applications, if required in the future) and to authorize as required by law.

I authorise and give permission to Havig & Jackson Real Estate to photograph the premises including my personal effects (if required) during the tenancy and acknowledge that these images may be used for advertising purposes.

Disclosure: The proposed General Tenancy Agreement can be viewed upon request at our office.

### DECLARATION

I hereby confirm the following:

During my inspection on     /     /     I inspected the premises at: \_\_\_\_\_

I found the rental premises to be in a satisfactory condition. YES / NO

I declare that the Application information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or and undischarged bankrupt.

And hereby apply for tenancy for a period of months at a rental of \$             per week commencing on     /     /     .

I agree to pay rent on the due date by one of these options: **Bank Cheque, Australia Post Money Order, Bank Cheque or DEFT Payment System.** (Please note that any Deft Payment which is dishonored will incur a dishonor fee of \$30 per transaction.)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date