

# TENANCY APPLICATION

Applications must be submitted by 12 noon for same day approval.



2/121 Newmarket Road, Windsor 4030 P 07 3857 2700 F 07 3857 2766 E [pm@partnershipproperty.com.au](mailto:pm@partnershipproperty.com.au) W [partnershipproperty.com.au](http://partnershipproperty.com.au)

Welcome to Partnership Property Management. Please read the following information and use the checklist below to ensure that you have a complete application before you apply for a property.

Partnership Property Management requests that you complete the application as thoroughly as possible for a smooth and efficient application review process. When applying for a property, an application must be completed by every person over the age of 18 who will reside at the property.

All documentation must be provided with each application, including copies of documents from those listed below for the 100 points for identification.

An application cannot be processed until all information is provided.  
Please return your application via email to [pm@partnershipproperty.com.au](mailto:pm@partnershipproperty.com.au)

Partnership Property Management will contact you within two business days of your application date. If your application is approved, you will receive an email outlining the requirements to secure the property.

## PLEASE READ CAREFULLY PRIOR TO COMPLETING YOUR TENANCY APPLICATION

Every adult who wishes to reside at the property, over the age of 18 must supply an application.

Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. **PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD.**

Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

Please tick the documents below that you are supplying with this application and add your score to the total points box.

- |  |  |
|--|--|
| <input type="radio"/> Drivers Licence <b>40</b>              | <input type="radio"/> Previous two rent receipts <b>20</b>             |
| <input type="radio"/> Passport <b>40</b>                     | <input type="radio"/> Motor vehicle registration certificate <b>10</b> |
| <input type="radio"/> 18+ Card <b>40</b>                     | <input type="radio"/> Bank Statement/ Bank Card <b>10</b>              |
| <input type="radio"/> Birth Certificate <b>30</b>            | <input type="radio"/> Telephone Account <b>10</b>                      |
| <input type="radio"/> Other Photo ID/Medicare Card <b>30</b> | <input type="radio"/> Electricity Account <b>10</b>                    |
| <input type="radio"/> Current Wage Advice <b>30</b>          | <input type="radio"/> Gas Account <b>10</b>                            |
| <input type="radio"/> Previous Tenancy Reference <b>20</b>   |  |

**TOTAL POINTS**

This Application cannot be processed until it is complete with copies of supporting documents attached.

Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent and 4 weeks bond, be paid into our Trust Account within 24 hours of acceptance.

## APPLICATION CHECKLIST

Before I submit this Application, I have...

- ☐ Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- ☐ Inspected the Property both internally and externally.
- ☐ Completed all details in full on the Application form.
- ☐ Provided all contact details and documentation for confirmation of income source.
- ☐ Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent see Page 4

<b>PROPERTY ADDRESS</b>			
<b>How did you find out about this Property?</b>	<input type="radio"/> Website <input type="radio"/> Referral	<input type="radio"/> For Rent Sign <input type="radio"/> Other Agent	<input type="radio"/> Walk-In <input type="radio"/> Other
<b>Applicant One's Full Name and Address</b>	Name: Address:		
<b>Personal Details</b>	Date of Birth:		Place of Birth:
	Drivers Licence No.		Expiry Date:
	Passport No.		Expiry Date:
<b>Applicant's Contact Details</b>	<input type="radio"/> Home	<input type="radio"/> Business	
	<input type="radio"/> Mobile	Email	
<b>Current Rental Details</b>	Rent per week \$		Period of occupancy Months      Years
	Agent/Landlord:		<input type="radio"/> Home:
	Fax:		<input type="radio"/> Business:
	Do you expect the Bond to be refunded in full? <input type="radio"/> yes <input type="radio"/> no If no why?		
<b>Previous Address</b>	Address:		
	Rent per week \$		Period of occupancy Months:      Years:
	Agent/Landlord:		<input type="radio"/> Home:
	Fax:		<input type="radio"/> Business:
<b>Employment</b>	Current Employer:		<input type="radio"/> Full Time <input type="radio"/> Casual <input type="radio"/> Part Time <input type="radio"/> Contract
	Your Position:		Supervisor's Name:
	Length of Employment Months:      Years:		Fax:
			<input type="radio"/> Business:
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Currently I am paid on the      of each <input type="radio"/> week <input type="radio"/> fortnight <input type="radio"/> month (tick relevant)		
<b>If Self Employed</b>	Company Name:		Trading As:
	Address:		
	ABN		Industry/ Nature of Business
	How long have you been self-employed?      Years      Months		
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Accountant		<input type="radio"/> Business
	Creditor		<input type="radio"/> Business
	Creditor		<input type="radio"/> Business
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>		
	Student ID #:	Institution:	Faculty:
	Course:		Duration:
	<input type="radio"/> Currently not employed		
	Please indicate documents supplied with this Application to confirm your income source:		
	<input type="radio"/> Parent / Guardian Letter	<input type="radio"/> Centerlink Documents	<input type="radio"/> Austudy Documents
	<input type="radio"/> Bank Statements	<input type="radio"/> Other	
<b>Australian Citizen</b>	<input type="radio"/> Yes <input type="radio"/> No - copies of Passport and Visa attached		Visa Expiry      /      /

<b>Applicant Two's Full Name and Address</b>	Name:		
	Address:		
<b>Personal Details</b>	Date of Birth:	Place of Birth:	
	Drivers Licence No.	Expiry Date:	
	Passport No.	Expiry Date:	
<b>Applicant's Contact Details</b>	 Home	 Business	
	 Mobile	Email	
<b>Current Rental Details</b>	Rent per week \$	Period of occupancy Months      Years	
	Agent/Landlord:	 Home:	
	Fax:	 Business:	
	Do you expect the Bond to be refunded in full? <input type="radio"/> yes <input type="radio"/> no		
	If no why?		
<b>Previous Address</b>	Address:		
	Rent per week \$	Period of occupancy Months:      Years:	
	Agent/Landlord:	 Home:	
	Fax:	 Business:	
<b>Employment</b>	Current Employer:	<input type="radio"/> Full Time <input type="radio"/> Casual <input type="radio"/> Part Time <input type="radio"/> Contract	
	Your Position:	Supervisor's Name:	
	Length of Employment Months:      Years:	Fax:	
		 Business:	
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Currently I am paid on the      of each <input type="radio"/> week <input type="radio"/> fortnight <input type="radio"/> month (tick relevant)		
<b>If Self Employed</b>	Company Name:	Trading As:	
	Address:		
	ABN	Industry/ Nature of Business	
	How long have you been self-employed?      Years      Months		
	Total Annual Income (as declared to Australian Taxation Office) \$		
	Accountant	 Business	
	Creditor	 Business	
	Creditor	 Business	
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>		
	Student ID #:	Institution:	Faculty:
	Course:	Duration:	
	<input type="radio"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="radio"/> Parent / Guardian Letter <input type="radio"/> Centerlink Documents <input type="radio"/> Austudy Documents <input type="radio"/> Bank Statements <input type="radio"/> Other		
	<input type="radio"/> Yes <input type="radio"/> No - copies of Passport and Visa attached      Visa Expiry      /      /		
<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises		
	Registration No State	Model:	<input type="radio"/> Owned <input type="radio"/> Hire Purchase
	Registration No State	Model:	<input type="radio"/> Owned <input type="radio"/> Hire Purchase

<b>Additional Vehicle Info</b>			
<b>Occupancy Details</b> Full Names, Current Addresses and Ages of all People, including Children, who will Reside at this Property	Name	Current Address	Age
<b>Pets</b>	<input type="radio"/> Yes <input type="radio"/> No    Type: _____ Breed: _____		
	Reg No.	Council:	Reference is attached <input type="radio"/> Yes
<b>Emergency Contact</b> Details of Closest Relatives who will not be Residing with You	Name:		Name:
	Relationship:		Relationship:
	Address:		Address:
	📞 Home:		📞 Home:
	📞 Work:		📞 Work:
	📞 Mobile:		📞 Mobile:
<b>Personal References</b> (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	Name	Occupation	📞 Business Hours Phone

## I CONFIRM THE FOLLOWING:

1. Have you ever been evicted by any Lessor or Agent? ☐ No ☐ Yes \_\_\_\_\_
2. Have you been refused another Property by a Lessor or Agent? ☐ No ☐ Yes \_\_\_\_\_
3. Are you in debt to another Lessor or Agent? ☐ No ☐ Yes \_\_\_\_\_
4. Is there any reason known to you that would affect your ability to pay rent when due? ☐ No ☐ Yes \_\_\_\_\_
5. Was your rental bond at your last address refunded in full? ☐ No ☐ Yes \_\_\_\_\_

## DETAIL

## I CONFIRM THE FOLLOWING:

During my inspection of the Property on \_\_\_\_/\_\_\_\_/\_\_\_\_ I found it to be in a satisfactory condition. ☐ Yes ☐ No

If No "I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

## DECLARATION:

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy 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 an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_

## I UNDERSTAND THAT IF THIS APPLICATION IS APPROVED BY THE LESSOR:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond</b> – 4 times weekly rent	2 x \$	= \$	Full bond or part bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval.
NB: If rent is over \$500pw, Bond is specified on rent list			
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Must be paid BEFORE lease commences

<b>APPLICANT'S SIGNATURE</b>		<b>DATE</b>	
<b>APPLICANT'S SIGNATURE</b>		<b>DATE</b>	

## REQUEST FOR RENTAL REFERENCE

**URGENT RETURN FAX 07 3857 2766**

TO

AGENCY

FAX

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the tenancy from you / the Agency.

**Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.**

TENANT'S NAME/S

PROPERTY RENTED

RENT AMOUNT PAID PER WEEK

RENTAL PERIOD START DATE  /  /  to END DATE  /  /

Was the tenant listed as a lessee? No ☐ Yes ☐

Did you / your agency terminate the tenancy? No ☐ Yes ☐

During the tenancy, was the lessee ever in arrears? No ☐ Yes ☐

Did the tenant receive any Notice to Remedy's? No ☐ Yes ☐

Yes - Reason/s

Were periodic inspections conducted during the tenancy? No ☐ Yes ☐

Was any damage noted during the inspections? No ☐ Yes ☐

Were pets kept on the premises without permission? No ☐ Yes ☐

Did the lessee leave the property clean and tidy? No ☐ Yes ☐

Was the bond refunded in full? No ☐ Yes ☐

If No - Reason/s

Was the tenant aggressive or difficult during tenancy? No ☐ Yes ☐

Would you or your agency rent to them again? No ☐ Yes ☐

PLEASE ATTACH A COPY OF THE TENANT LEDGER No ☐ Yes ☐

## COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Partnership Securities Pty Ltd** 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 this 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 **Partnership Securities Pty Ltd** 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 one month only. If you decide not to collect your application **Partnership Securities Pty Ltd** will destroy your documents to comply with 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 owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

APPLICANT'S SIGNATURE		DATE	
APPLICANT'S SIGNATURE		DATE	

## PRIVACY DISCLOSURE STATEMENT OF

**Partnership Securities Pty Ltd trading as Partnership Property Management**

**2/121 Newmarket Road, Windsor Q 4030 Ph : 07 3857 2700**

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 Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default 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 [www.ntd.net.au](http://www.ntd.net.au). Your consent to us collecting this information is set out below, in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Partnership Securities Pty Ltd** 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 this 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 **Partnership Securities Pty Ltd** 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.

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### PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Partnership Securities Pty Ltd**. I authorise **Partnership Securities Pty Ltd trading as Partnership Property Management** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **Partnership Securities Pty Ltd** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD. I authorise **Partnership Securities Pty Ltd** to refer my name and contact 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 loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

#### APPLICANT TO COMPLETE SECTION BELOW

APPLICANT'S NAME		
APPLICANT'S SIGNATURE		
APPLICANT'S PHONE NUMBER		

An application cannot be processed until all information is provided.  
Please return your application via email to [pm@partnershipproperty.com.au](mailto:pm@partnershipproperty.com.au)