

**Address:** 186 Margaret St, Toowoomba City

**Contact:** 4639 2222

**Email:** rentals@mcadamturnbull.com.au

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

## APPLICATION PROCESS

- ❖ Complete one Application Form per person. Children may be included on a Parent or Guardian's Application.
- ❖ Application Processing Criteria: Our agency uses the following criteria to process your application
  1. **Positive Identification – min 100 points of ID**
  2. **Tenancy record – previous history**
  3. **Ability to pay rent from total income**
  4. **Reference checks**
  5. **Attitude to renting**
- ❖ As your Application is a high priority, we will endeavour to have an answer to you within 24-48 hours, but it can be longer due to delays in reaching your contacts.
- ❖ Please be aware Bond Transfers are **NOT** an option.
- ❖ If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.
- ❖ **Documents required for minimum of 100 Points of Identification You must have one from each group.**

Passport	
Birth Certificate	70
Drivers Licence	
Proof of Age Card	
Other Photo ID	40
Medicare Card	
2 recent Rent Receipts	
2 recent Pay Advices / Current Centrelink Statements	25
Current Tenancy Ledger	
Documents on which your name and current address appear:	
Car registration certificate, Rates Notice, Electricity Account	25
Bank/Credit Card Statement, Telephone Account, Gas Account	

### Before Submitting Application Please Check You Have:

- ❖ Photocopies of documents to meet 100 or more points of ID PLUS Income documents, pay slips/centrelink documents
- ❖ Note we cannot photocopy your ID.
- ❖ Inspected the Property both internally and externally
- ❖ Included income verification eg pay slips, letter of income if self employed, centrelink documents or scholarship documents.
- ❖ If you have pets, please complete the separate Pet Application & Agreement.
- ❖ Ensure you understand the water charging status of the property.
- ❖ Ensure you have investigated the internet/telephone connection options at this property so they suit your needs.
- ❖ Fully completed and read each section and signed the application in the **three** places required.

## 1. Address of the Property you are applying for:

## 2. Date you viewed the property:

(During the coronavirus you can apply without viewing)

## 3. Applicant's Details:

First:	Middle:	Surname:
Other Names You have been known by:		
Date of Birth	Place of Birth	
Drivers Licence No.	Expiry	Passport No
Expiry		
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business
Email:	Smoker:	YES / NO
Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide copies of Passport and Visa)		

## 4. Current Address:

Do you Rent or Own?

Rent per week \$	Period of occupancy	From	To
Agent/Landlord	Email	<input type="checkbox"/> Business	
Reason for leaving			

## 5. Previous Address:

Did you Rent or Own?

Rent per week \$	Period of occupancy	From	To
Agent/Landlord	Email	<input type="checkbox"/> Business	
Reason for leaving			

## 6. Employment: Current Employer:

Your Position:

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	Length of Employment
Payroll / Manager's Name		Email	<input type="checkbox"/> Business	

## 7. Income: – specify amounts and provide verification – including centrelink documents where applicable

Employment	\$	Per
Other/Centrelink	\$	Per
TOTAL	\$	Per

What day of the week is your payday? ..... [ ] Weekly [ ] Fortnightly

(We want to help you pay your rent as easily as possible so can set you up to match your paydays if you prefer.)

If Self Employed/or Company Application: Company Name:

Trading As:	<input type="checkbox"/> Business
Address	ABN
Period self employed	Industry/ Nature of Business
Accountant Details	<input type="checkbox"/> Business

## 8. Vehicles to be kept at Property

Registration No	Model	Registration No	Model
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## 9. Occupancy Details of Persons to Reside at Property other than Applicant, including Dependents and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

## 10. If more than one adult on the lease who is to be the Primary Contact?

**11. Pets**☐ No☐ Yes:*If yes, please complete our separate pet application.***12. Emergency Contact Details of Closest Relative who will not be Residing with You**

Name	Relationship
Address	<input type="checkbox"/> H <input type="checkbox"/> B <input type="checkbox"/> M

**13. Personal Referees who are not Relatives**

1.	<input type="checkbox"/> Mob	<input type="checkbox"/> Other
2.	<input type="checkbox"/> Mob	<input type="checkbox"/> Other

**14. Declarations and Acknowledgements– Applicant to Complete and Provide Details as Required**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct. I further consent to the lessor/agent contacting and or conducting any enquires and or searches with regard to the information and references supplied in this application. I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understood the contents of this agreement and have the competence and capacity to enter into this agreement.

Have you ever been evicted by any Lessor or Agent? ☐ No ☐ Yes

Are you in debt to another Lessor or Agent? ☐ No ☐ Yes

If yes, please provide details

Is there any reason that would affect your ability to pay rent when due? ☐ No ☐ Yes

Was your Bond at your last address refunded in full? ☐ Yes ☐ No

If no, please provide reason:

**I acknowledge if my application is successful:**

- A. I will be offered a general tenancy agreement which I need to sign soon as possible and view signup video.
- B. I will be notified by SMS and Email to set up Entry, Bond and Rent payments online. Two weeks entry rent plus Four weeks for Bond are payable before keys are issued.
- C. Lessors look more favourably on tenants that agree to direct debit for rent payments.

I will elect to pay via direct debit. ☐ YES ☐ NO If yes, I prefer payments ☐ Weekly or ☐ Fortnightly

- D. The following fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).
- E. Failed direct debit payments \$13.90; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency. All information regarding payments will arrive to me via email from the property management team.
- F. Other rent payment methods offered on the tenancy agreement will be cheque and deduction from wages. Cash is not an option.
- G. **IF APPLICABLE** – Due to coronavirus restrictions I wish to apply for this rental without an inspection and acknowledge I have viewed details and photos of the Property advertised by the Agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would and that the General Tenancy Agreement will be binding.  
☐ Please Tick Here to Acknowledge all of the above 7 points.

Why is this property right for you?

**15. Having read, understood and completed this form I apply for Tenancy:**

Address \_\_\_\_\_ For a period of \_\_\_\_\_ months.

Rental amount \$ \_\_\_\_\_ per week Preferred Lease Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ or asap ☐

**APPLICANT'S SIGNATURE**

*Your application will not be processed if this section is not completed in full!*

Date \_\_\_\_\_

## PRIVACY DISCLOSURE STATEMENT

McAdam and Turnbull Realty are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the 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 McAdam and Turnbull Realty 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, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the 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 Business Manager. 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 we 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 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.

## PRIVACY CONSENT AND TENANCY DATABASE INFORMATION

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of McAdam and Turnbull Realty.

I authorise McAdam and Turnbull Realty to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which McAdam and Turnbull Realty **subscribes**. TICA 02 9743 1800 PO Box 120 Concord NSW 2137 [www.tica.com.au](http://www.tica.com.au) and BarclaysMIS 1300 883 916 PO Box 533 Wynnum Qld 4178 [barclaymis.com.au](http://barclaymis.com.au).

## CONSENT TO INFORMATION RELEASE

I authorise McAdam and Turnbull Realty 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, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

## ELECTRONIC TRANSMISSION OF DOCUMENTS

Consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email and the method of receiving advice or notification by SMS is accepted. ***If you do not wish to receive documentation by electronic communications methods tick here.*** [ ☐ ]

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

**I acknowledge that I have read the above Privacy Disclosure Statement, Collection Notice, Privacy Consent and Tenancy Database Information, Consent to Information Release and Consent to Electronic Transmission of Documents and consent to my personal information being used as stated above.**

**APPLICANTS NAME:**

**APPLICANT'S SIGNATURE**

**DATE**

Your application will not be processed if this section is not completed in full!

## RENTAL REFERENCE REQUEST FROM MCADAM & TURNBULL REALTY

Applicants sign this section to allow reference checking.

**To Agency Name:** \_\_\_\_\_ **Agency Email Address:** \_\_\_\_\_

### AUTHORITY TO OBTAIN TENANT INFORMATION

The tenants named below agree that the following information be provided to McAdam & Turnbull Realty to allow processing of my application for Tenancy. I declare that I have read & signed the privacy disclosure statement.

**Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

Name of previous tenant			
Address rented			
Amount of rent paid per week			
Period of tenancy	From	To	
Is the above applicant the actual lessee at the provided address?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the above applicant currently on a fixed term agreement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did your agency terminate the tenancy? Is yes why?			<input type="checkbox"/> Yes <input type="checkbox"/> No
During the tenancy was the applicant ever in arrears? <input type="checkbox"/> Sometimes and paid when reminded <input type="checkbox"/> Constantly needed chasing			<input type="checkbox"/> Yes <input type="checkbox"/> No
Were water invoices paid on time?	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were they issued with Notices to Remedy for Rent Arrears? If yes, how many?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Were they issued with Notices to Remedy for General Breaches? If yes, how many and what for?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please rate the routine inspections/tenant care <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Great			
Were pets kept on the premises? Is yes, please details any issues			<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there any deductions from the Rental Bond? Details of deductions	<input type="checkbox"/> Not Yet Vacated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Mutually Agreed	
Were tenants listed on TICA or any other database			<input type="checkbox"/> Yes <input type="checkbox"/> No
Was a QCAT claim (or interstate version) required to finalise tenancy? Details of claim			<input type="checkbox"/> Yes <input type="checkbox"/> No
How would you describe the applicant's attitude to renting?	<input type="checkbox"/> Co-operative <input type="checkbox"/> Not Co-operative		
Other Comments			
<b>WOULD YOUR AGENCY RENT TO THEM AGAIN?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No

Name \_\_\_\_\_ Signature \_\_\_\_\_ Signed on behalf of previous agency.

Please email to [rentals@mcadamturnbull.com.au](mailto:rentals@mcadamturnbull.com.au) along with a ledger. Date: \_\_\_\_\_ PCode \_\_\_\_\_ PM \_\_\_\_\_