



1/52 Oxley Avenue,  
Woody Point  
Phone (07) 3283 2277  
Email – [reception@weloveredcliffe.com.au](mailto:reception@weloveredcliffe.com.au)

## **Tenancy Application**

*Please read carefully prior to completing your Application  
Please note your application will not be processed until it is fully complete and all  
copies of supporting documents are supplied*

✓ **Last 2 weeks rent receipts OR Rent Ledger OR Rates Notice**

✓ **Proof of Income**

- Last 3 weeks payslips; and/or
- Centrelink Statement; and/or
- Financial Year Statement (if self employed).

✓ **100 Points of Identification**

- Drivers Licence = 40 points
  - Current Passport = 70 points -
  - Birth Certificate = 70 points
- } **AT LEAST ONE FORM OF PHOTO ID MUST BE SUPPLIED**
- Public Utilities (e.g. electricity, phone account) = 25 points
  - Current Medicare Card = 25 points
  - Debit Card or Credit Card = 25 points
  - Current Pension Concession Card = 40 points
  - Student ID Card (over 18 years of age) = 40 points

Should your application be successful, you are required to pay the first weeks rent within 24 hours of approval. *Our office accepts Money Order, Bank Cheque, EFTPOS or Credit card payment (MasterCard or visa card only).*

Upon signing your lease, you will be required to pay a further 2 weeks rent (to make a total of your first 3 weeks rent) and 4 weeks rent for your Bond. *This is to be made payable to Professionals Woody Point via money order or bank cheque OR payable at our office via EFTPOS or Credit card (MasterCard or visa only)*

Your application can be emailed to our office at [reception@weloveredcliffe.com.au](mailto:reception@weloveredcliffe.com.au) or hand delivered to 1/52 Oxley Avenue, Woody Point

***We wish you all the very best with your Application!***

# Application for Tenancy

<b>Details</b>	Address applying for: _____ Lease Commencement Date: _____ Lease term: _____ months Rent: \$ _____ per week      Bond: \$ _____ (4 weeks rent)
<b>Applicant 1 Details</b>	Name: _____ Ph (H): _____ Email: _____ Ph (W): _____  Date of Birth: ____/____/____ Ph (M): _____ Drivers Licence/18+ card No: _____ Passport No: _____ Do you Smoke - Yes or No (please circle)
<b>Applicant 2 Details</b>	Name: _____ Ph (H): _____ Email: _____ Ph (W): _____  Date of Birth: ____/____/____ Ph (M): _____ Drivers Licence/18+ card No: _____ Passport No: _____ Do you Smoke - Yes or No (please circle)
<b>Applicant 1 History</b>	<i>Current Address:</i> _____ Situation: Renting / Owned / Other      Other Situation: _____ Period of Occupancy/Tenancy: _____ <b>Landlord / Agent Details of this premises (if applicable)</b> Name: _____ Ph: _____ Rent per week: \$ _____ Fax: _____ Reason for leaving: _____  <i>Previous Address:</i> _____ Situation: Renting / Owned / Other      Other Situation: _____ Period of Occupancy/Tenancy: _____ <b>Landlord / Agent Details of this premises (if applicable)</b> Name: _____ Ph: _____ Rent per week: \$ _____ Fax: _____ Reason for leaving: _____
<b>Applicant 2 History</b>	<i>Current Address:</i> _____ Situation: Renting / Owned / Other      Other Situation: _____ Period of Occupancy/Tenancy: _____ <b>Landlord / Agent Details of this premises (if applicable)</b> Name: _____ Ph: _____ Rent per week: \$ _____ Fax: _____ Reason for leaving: _____  <i>Previous Address:</i> _____ Situation: Renting / Owned / Other      Other Situation: _____ Period of Occupancy/Tenancy: _____ <b>Landlord / Agent Details of this premises (if applicable)</b> Name: _____ Ph: _____ Rent per week: \$ _____ Fax: _____ Reason for leaving: _____

If the same as Applicant 1, please tick this box and proceed to the next section.

Tick

<b>Applicant 1 Employment</b>	<p><b>Current Occupation:</b> _____  Employer/Business Name &amp;/or Centrelink Details: _____  Employment start date: ____/____/____ Weekly Income: \$_____ Net Amount  Employers Name: _____ Title: _____  Ph: _____ <i>Your employer will be contacted to confirm your employment</i></p> <p><b>Previous Occupation</b> (if current occupation is less than 12 months): _____  Employer/Business Name &amp;/or Centrelink Details: _____  Employment start date: ____/____/____ Weekly Income: \$_____ Net Amount  Employers Name: _____ Title: _____  Ph: _____</p>
<b>Applicant 2 Employment</b>	<p><b>Current Occupation:</b> _____  Employer/Business Name &amp;/or Centrelink Details: _____  Employment start date: ____/____/____ Weekly Income: \$_____ Net Amount  Employers Name: _____ Title: _____  Ph: _____ <i>Your employer will be contacted to confirm your employment</i></p> <p><b>Previous Occupation</b> (if current occupation is less than 12 months): _____  Employer/Business Name &amp;/or Centrelink Details: _____  Employment start date: ____/____/____ Weekly Income: \$_____ Net Amount  Employers Name: _____ Title: _____  Ph: _____</p>
<b>Children &amp; Occupants</b>	<p>Full name/s of adult/s and unaccompanied minor/s to reside on the premises:  Number of Adults: _____ Number of Dependants: _____</p> <p>1. _____ DOB _____ 2. _____ DOB _____  3. _____ DOB _____ 4. _____ DOB _____</p>
<b>Applicant 1 Referees</b>  <i>(all referees should not be related to you).</i>	<p><i>Personal Referee:</i></p> <p>1. Name: _____ PH: _____  Relationship: _____</p> <p>2. Name: _____ PH: _____  Relationship: _____</p>
<b>Applicant 2 Referees</b>  <i>(all referees should not be related to you).</i>	<p><i>Personal Referee:</i></p> <p>1. Name: _____ PH: _____  Relationship: _____</p> <p>2. Name: _____ PH: _____  Relationship: _____</p>
<b>Applicant 1 Emergency Contact</b>	<p>Next of Kin: <b>(This person MUST NOT be living with you)</b>  Name: _____ PH: _____  Address: _____  <i>Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.</i></p>
<b>Applicant 2 Emergency Contact</b>	<p>Next of Kin: <b>(This person MUST NOT be living with you)</b>  Name: _____ PH: _____  Address: _____  <i>Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.</i></p>
<b>Pets</b>	<p>Type/Breed: _____ Age: _____ How many: _____ Council  Registration Number: _____</p>
<b>Use of Premises</b>	<p>Will the premises be used for business purposes? Yes / No</p>

## PRIVACY DISCLOSURE STATEMENT

We 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. Our office is a member of TICA (Tenancy Information Centre Australia) and also Barclay MIS Protect and Collect) 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 **our Agency** 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 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 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

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Professionals Woody Point**. I authorise **Professionals Woody Point** 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 **Professionals Woody Point** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.barclaymis.com.au](http://www.barclaymis.com.au)

I authorise **Professionals Woody Point** 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. I/We the applicants note this application is a joint application and both parties can see other parties details

## MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Professionals Woody Point** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other –

Privacy consent: I acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of Professionals Woody Point as provided in the tenancy application. I authorise Professionals Woody Point to collect information about me from my previous letting Agents and/or Lessors and my employers (past and present) and as stated on my Tenancy Application.

**Applicant (1) Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**Applicant (2) Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

## UTILITY CONNECTION

Successful applicants will be contacted by one of our **Moreton Bay Connect 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.

