



TENANT APPLICATION INFORMATION

Applications will not be processed unless **ALL** information is supplied.

Processing of your application **WILL NOT COMMENCE** until **ALL** supporting documents are received.

Each applicant must complete **ALL** details on this form.

OFFICE HOURS

Our office hours are Monday to Friday 9:00am – 5:00pm.

PHOTO IDENTIFICATION

When returning your application you must submit at least One form of photo ID; See below:

ACCEPTED RENTAL PAYMENT METHODS & FEES

Bank Book	No fee charged
Direct Deposit	No fee charged
Direct Debit	Contact your bank for this option
Bank Cheque	Contact your bank for fees & charges
Money Order	Up to \$8.95 per transaction
Centrepay	No fee charged

*if these payment options are not suitable – please advise at submission

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not provided. Our office will require you to submit a minimum of 100 points for your application to be considered, proof of income must be supplied within the 100 points.

100 POINT CHECK – if you are unable to meet criteria, please speak with the Property Manager please tick

- | | | | | |
|-------------------------------------|--------------------------|------------------------------------|---|---|
| <input type="checkbox"/> 50 point's | Last 4 rent receipts | <input type="checkbox"/> 40 points | Drivers License | |
| <input type="checkbox"/> 30 points | Photo Identification | <input type="checkbox"/> 30 points | Passport | |
| <input type="checkbox"/> 20 points | Council rates notice | <input type="checkbox"/> 20 points | Min 2 references from previous Agent/Landlord | |
| <input type="checkbox"/> 10 points | Birth Certificate | <input type="checkbox"/> 10 points | Current Motor Vehicle Rego Papers | |
| <input type="checkbox"/> 10 points | Copy of Phone/Energy/Gas | <input type="checkbox"/> 10 points | Other Identification | <input checked="" type="checkbox"/> Please tick |

- Photo Identification (18+ card, drivers licence, University or TAFE card, passport) ***MANDATORY REQUIREMENT**
- Proof of income (pay slips + bank statements, employment letter, Centrelink letter) ***MANDATORY REQUIREMENT**
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (phone bill, electricity account, lease agreement, council rate notice)
- Proof of regular housing payments (rent receipts, tenant ledger, proof of mortgage payments)
- Written References (personal, rental references, employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application within two working days & advise you by SMS or Phone Call of the outcome. If we are unable to contact all of your referees this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved we will formally contact you by phone followed by an email with your payment information, a copy of your Standard Terms & Conditions, Body Corporate by Laws (if applicable). It is important that you carefully read these documents prior to taking up the tenancy. If you cannot provide our office with an email address we will ask you to come in and collect this information.

PAYMENT OF HOLDING DEPOSIT 1 WEEKS RENT

Once the application has been approved you will be required to pay One (1) weeks rent within 24 hours of approval to secure the property. Personal cheques will not be accepted. The property will not be secured for you until this payment has cleared. In the event that you withdraw from the tenancy after the one week's rent has been paid, you will forfeit your holding deposit.



APPLICATION FOR RESIDENTIAL TENANCY

Property Address: _____

Have you inspected the property? Yes | No

DATE INSPECTED: / / 2016

Do you need assistance with utility connections? Yes | No

* please circle

First Applicant Full Name:		D.O.B.:
Drivers Licence No/18+:	Mobile No:	Email:
Passport No:	Home No:	Work Email:
Second Applicant Full Name:		D.O.B.:
Drivers Licence No/18+:	Mobile No:	Email:
Passport No:	Home No:	Work Email:

Other Occupants (Full names & D.O.B of all other occupants under 18):

All Applicants, other than those names in 1 and 2 above, complete as separate Application Form.

Name:	D.O.B:	Age:
Name:	D.O.B:	Age:
Name:	D.O.B:	Age:
Name:	D.O.B:	Age:

Pets (List any pets owned):

Name:	Type:	Breed:	Age:
Name:	Type:	Breed:	Age:
Name:	Type:	Breed:	Age:

Rental History

	First Applicant		Second Applicant	
	Yes	No	Yes	No
Have you ever been evicted by any lessor or agent?	Yes	No	Yes	No
Have you ever been refused another property by any lessor or agent?	Yes	No	Yes	No
Are you in any debt to another lessor or agent?	Yes	No	Yes	No
Is there any reason known to you that would affect your rent payment?	Yes	No	Yes	No
Was your rental bond at your last address refunded in full?	Yes	No	Yes	No

If you have answered YES to any of the above questions, please give reason/s:



SHIELD MANAGEMENT

Level 1/14 Raceview Street
 RACEVIEW QLD 4305
 Phone: 07 3389 7177
 Fax: 07 3389 5747
 Email: enq@shieldmanagement.com.au

First Applicant Current Address:	Mortgage Per Week: Owned	Rent Per Week: Renting
Period of Occupancy:	Reason for Leaving:	
Lessor or Managing Agent:	Phone No:	Fax No:
First Applicant Previous Address:	Mortgage Per Week: Owned	Rent Per Week: Renting
Period of Occupancy:	Reason for Leaving:	
Lessor or Managing Agent:	Phone No:	Fax No:

First Applicant Occupation:	Period of Employment:	Net weekly income:
Employer:	Phone No:	Fax No:
Address:	FULL TIME PART TIME CASUAL (hours per week) <small>*please circle</small>	
Self-Employed / Business Name:	Phone No:	Fax No:
Address:	ABN:	No Years Trading:
Address:	Net weekly income:	
First Applicant Previous Occupation <small>(If Less than 6month):</small>	Period of Employment:	Net weekly income:
Employer:	Position:	Phone No:
Address:	Address:	Fax No:
Address:	FULL TIME PART TIME CASUAL (hours per week) <small>*please circle</small>	

First Applicant Personal Referees <small>(Do not include relatives):</small>			
Name:	Relationship:	Address	Mobile:
Name:	Relationship:	Address	Mobile:
First Applicant Emergency Contact <small>(Name of relatives or other persons to contact in case of emergency):</small>			
Name:	Address		
Relationship:	Contact No's:		

Second Applicant Current Address:	Mortgage Per Week: Owned	Rent Per Week: Renting
Period of Occupancy:	Reason for Leaving:	
Lessor or Managing Agent:	Phone No:	Fax No:



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Second Applicant Previous Address:	Mortgage Per Week: Owned	Rent Per Week: Renting
Period of Occupancy:	Reason for Leaving:	
Lessor or Managing Agent:	Phone No:	Fax No:

Second Applicant Occupation:		Period of Employment:	Net weekly income:
Employer:	Phone No:	Fax No:	What day are you paid:
Address:		FULL TIME PART TIME CASUAL (hours per week) *please circle	
Self-Employed / Business Name:	Phone No:	Fax No:	No Years Trading:
Address:		ABN:	Net weekly income:
Second Applicant Previous Occupation (If Less than 6month):		Period of Employment:	Net weekly income:
Employer:	Position:	Phone No:	Fax No:
Address:		FULL TIME PART TIME CASUAL (hours per week) *please circle	

Second Applicant Personal Referees (Do not include relatives):			
Name:	Relationship:	Address	Mobile:
Name:	Relationship:	Address	Mobile:

Second Applicant Emergency Contact (Name of relatives or other persons to contact in case of emergency):	
Name:	Address
Relationship:	Contact No's:

Vehicles (Total number of vehicles to be kept at premises)		
Car Registration No.:	Model:	Car Owned / Company / Hire Purchase:
Car Registration No.:	Model:	Car Owned / Company / Hire Purchase:
Car Registration No.:	Model:	Car Owned / Company / Hire Purchase:
Car Registration No.:	Model:	Car Owned / Company / Hire Purchase:



APPLICATION ACKNOWLEDGEMENT

We the applicant(s) do solemnly and sincerely declare that the information provided is true and correct and that we have supplied it of our own free will.

We understand that the completion of this acknowledgement does not constitute an offer of acceptance.

We understand that the information has been collected by Shield Management as the letting agent, for the purpose of determining whether we are an appropriate tenant for the property.

We authorise you to verify the above information such enquiries and searches (including tenancy database searches) as you consider reasonable necessary.

We authorise any information provided in our application may be passed on to Tenancy Information Centre Australia in the event of a default occurring.

We acknowledge that any false information we provide in this application could jeopardise this application and any subsequent tenancy agreement we enter into on approval by the lessor or agent.

I the applicant accept that if the application is rejected, the agent is not legally obligated to give a reason. If your application is declined your details will be held on file for one month. Following this period all details will be disposed of.

We declare that upon approval and acceptance of our application all monies as required must be paid in full by bank deposit, bank book, bank cheque or money order by the agreed start tenancy date.

Once the application has been approved I, the Applicant agree to pay the one (1) weeks rent to secure the property.

THE PROPERTY WILL NOT BE HELD FOR YOU UNTIL ONE WEEKS RENT IS RECEIVED IN CLEAR FUNDS WITHIN 24HRS.

In the event that the application is successful and acceptance is communicated and the first weeks rent is paid, but I the Applicant decide not to proceed, I agree that this money will be forfeited to your office.

Upon communication of acceptance by the Agent I agree that this tenancy shall be binding and the application deposit will be transferred as part *bond payment*.

<i>First Applicant Full Name:</i>	<i>Second Applicant Full Name</i>
<i>Signature:</i>	<i>Signature:</i>



PRIVACY DISCLAIMER & COLLECTION NOTICE

PLEASE take the time to read this Privacy Statement Carefully and once completed, return it to this office with your Tenancy Application.

We have inspected the premises and wish to take a tenancy of such premises for a period of _____ months from ____/____/____ at a rental of \$_____ per week.

We believe that the weekly rent to be paid is within our means.

We also agree to pay a Rental Bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit reference, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I authorise the agent to give information to the lessor of the property, credit providers and references named in this application and I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees, that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents or other agents.

IMPORTANT PRIVACY NOTICE: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to lessors & lessors agents, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

We also collect your personal information to:

- Enable us to gain information from your previous Lessors Agents/Lessors.
- Enable us to prepare the Tenancy documents for the premises.
- Allow Tradespeople/Organisations to contact you in relation to maintenance matters relating to the premises.
- Pay/release Rental bonds to/from the Residential Tenancy Authority.
- Refer to Tribunals, Courts and Statutory Authorities where necessary.
- Refer to Lessor's Mortgagee/Insurer.
- Report your conduct as a Tenant on the TICA Default Tenancy Control Pty Ltd Data Base.

Please be aware that if your personal information is not provided to us and if you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out duties as professional Property Managers. Consequently, we then cannot offer you with a tenancy for the premises you have applied for.

Every Applicant Must Sign to Consent.

First Applicant Full Name:	Second Applicant Full Name
Signature:	Signature: