



Thank you for your application for Tenancy

We will endeavor to process this application immediately because we know that you will be waiting for an answer. It is imperative that you do not make an application on a second property anywhere until you have an answer on this application. With this in mind, it is our goal to obtain a definite answer for you between 24-48 hours of receipt of your fully complete application. If the process is slower it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application and all required documents have been attached before providing it to the agent. Please note no applications will be processed on the weekends.

Notification of the results

You will be notified of the result of your application immediately once a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you or message bank facilities are available. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 24 hours unless the application is being held to present to another lessor. All documentation collected for successful applicants will remain on file. **Final application approval is at the Lessor's discretion and no reason shall be given for unsuccessful applications.**

Securing your tenancy

Once the application has been approved an appointment will be made for you to come into the office for sign up and handover of the property. A holding deposit of 1 week's rent is payable within 24 hours to secure the property. If the payment is not made we will continue to advertise the property and take applications. You will then be required to deposit the remaining 5 weeks which equals (4) four weeks bond and final (1) one weeks rent = total 6 weeks required for new tenancy.

Please allow half an hour for your appointment. We do not do appointments after hours or on weekends. All tenants are to attend the office for the sign up and handover process. You will be explained all documents in full and you are to ensure that you are aware of all of your obligations prior to signing.

Bond transfers are **NOT** accepted. Payment of all monies are to be cleared and showing in our Trust Account prior to sign up and handover. **THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH.**

Keys

Keys to the property will not be handed over until all monies are paid in full and lease and required documentation have been signed in full.

Insurance

A reminder that insurance for your personal belongings is your responsibility.

Rent Payment

Payment options which are available at this time are Internet Transfer, Direct Deposit, Money Order and Bank Cheque. If you prefer an automatic payment you are required to set this up yourself at your bank.

All monies are to be paid into the Crowne Real Estate Trust Account at Commonwealth Bank.

Essential Services

Electricity, gas and phone services are to be organized by the tenant and are not the responsibility of the Agent or Lessor to organize. If MyConnect service is agreed upon by the tenant, the Agent will take all care to ensure your details are provided to MyConnect within a reasonable time but takes no responsibility if tenants do not respond to MyConnect's calls or emails to organize services.

We hope this information is valuable to you.

Thank you,

Crowne Real Estate

I have read the above information and agree to these terms if our application is accepted:

Applicant: _____

Signature: _____

Date: ____ / ____ / ____

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all Supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent per week:

Number and type of pets:

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF-EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)


Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:








STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:



myconnect is a FREE and easy to use utility connection service

Yes, Please Contact Me
 Interpreter required

Phone: 1300 854 478
Fax: 1300 854 479
Email: enquiry@myconnect.com.au
Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:
 Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

HOLDING DEPOSIT (to be completed for QLD properties only)

QLD ONLY - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies Act QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.

The Applicant agrees to pay a Holding Deposit of \$_____. The Applicant agrees that, should they withdraw their application within the seven day option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

I acknowledge by signing below that the Agency has provided me with a copy of the General Tenancy Agreement 18a, including the Standard Terms 1-44 and Also any special conditions pertaining to the particular property I am applying for.

Applicant Name

Signature

Date

I have read, agreed to and understood **ALL** of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

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. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date