



TENANCY APPLICATION FORM

ITEM 1:

AGENCY NAME: NICK PENKLIS PTY LTD ACN 083 884 253 T/A SPACE PROPERTY AGENTS

90 LATROBE TERRACE, PADDINGTON QLD 4064

Phone: 07 3510 7666

Fax: 07 3510 7677

ITEM 2:

PROPERTY ADDRESS APPLYING FOR:

Rent: \$ per week Bond: \$ Term: 6 Months / 12 Months
Other: (Circle one)

Start Date:

End Date:

ITEM 3:

Contact Details

Full Name

Date of Birth

Work Phone:

Home Phone:

Mobile:

Drivers Licence Number:

Passport Number:

Email:

Number of Vehicles:

Registration:

ITEM 4:

Dependants

Do you have any children?

Yes / No

Dependants Full Name	Dependants Date of Birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

ITEM 5:

Smoking:

Are you or any of the dependants living with you a smoker?

Yes / No

ITEM 6:

Pets:

Do you intend to keep pets at the property?

Yes / No

Number of Pet/s	<input type="text"/>
Breed	<input type="text"/>
Age of Pet/s	<input type="text"/>
Animal lives - Inside or Outside ?	<input type="text"/>
Registered with council?	<input type="text"/>
Desexed?	<input type="text"/>



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ITEM 7:

CURRENT - Residential Address

Period of occupancy: Type of Occupancy: Renting / Owner

Current Agent/Lessor (if renting):

Current
Rent

\$

Contact Name:

PH

FAX

Reason for leaving:

PREVIOUS - Residential Address (If above tenancy is less than 2 years)

Period of occupancy: Type of Occupancy: Renting / Owner

Current Agent/Lessor (if renting):

Current
Rent

\$

Contact Name:

PH

FAX

Reason for leaving:

ITEM 8:

Employment Details

Are you employed? Yes / No Employment Status: Full Time / Part Time / Casual / Other

Company Name:

Job Title:

Income per week (after tax)

Date Commenced

Contact Name:

Phone:

SELF EMPLOYED

Name of your business:

Briefly explain the nature of your business:

ITEM 9:

Centrelink Payment:

Are you receiving regular Centrelink payments?

Yes / No

Description of payment/s:

Total income:

\$

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ITEM 10: *Student Details* Are you studying? Yes / No Full Time / Part Time

Name of education institution:	
What are you Studying?	Year
Are you an overseas student? If yes, Visa expiry date:	

ITEM 11: *Personal References*

Please do not list relatives, another applicant or partners and provide business hours contact numbers

Referee Name:		Relationship:	
Address:		Ph Number:	

ITEM 12: *Emergency Contact* (i.e preferred person to be contacted in the event of an emergency)

Name:		Relationship:	
Address:		Ph Number:	

ITEM 13: *Confirmation of applicants*

Name of all applicants who will be residing at this property:

FULL NAME	RELATIONSHIP TO YOU

SUPPORTING DOCUMENTATION

ITEM 14: Identification - You are required to meet identification criterion upon submission of your application.
 The agent/lessor may photocopy any item and retain as part of your application.

You must supply one item from each category below:

- | | | | |
|------------------------------------|---|---|--|
| Category 1: | <input type="checkbox"/> Passport | <input type="checkbox"/> Full Birth Certificate | |
| Category 2: | <input type="checkbox"/> Driver's license | <input type="checkbox"/> Student Photo ID | <input type="checkbox"/> Proof of Age Card |
| Category 3: | <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Telephone Bill | <input type="checkbox"/> Tenancy Ledger |
| | <input type="checkbox"/> Utility Bill | <input type="checkbox"/> Bank Statement | <input type="checkbox"/> Rates Notice |
| | | | |
| Category 4a - Employed | <input type="checkbox"/> Last pay slip | | |
| Category 4b - Self Employed | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Accountants Letter | <input type="checkbox"/> Tax Return |
| Category 4c - Not Employed | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Centrelink Statement | |



TENANCY APPLICATION FORM

Declaration - Please declare the following by selecting TRUE or FALSE

I, the applicant,

- | | | |
|---|-------------------------------|--------------------------------|
| 1. Have never been evicted by an agent/lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Have no known reasons that would affect my ability to pay rent | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Was refunded the rental bond for my last address in full (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |
- If false, please advise what deductions were made from your bond

- | | | |
|--|-------------------------------|--------------------------------|
| 4. Have no outstanding debt to another agency/lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
|--|-------------------------------|--------------------------------|
- If false, why?

Acknowledgement and Consent to the following by selecting either YES or NO

I, the applicant,

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| 1. Acknowledge that I have been made aware of SPACE Property Agents Privacy Policy. Available from the SPACE Property Agents office or at www.spaceproperty.com.au . With relevance to the use of points 2 – below. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Consent and understand that SPACE Property Agents has collected this information for the purposes of ascertaining whether I am a suitable tenant for the property applied for. This will include verifying my identity, my ability to care for the property, my character and my creditworthiness. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Authorise SPACE Property Agents to contact the persons named in this application, and to undertake such enquiries and searches as you consider reasonably necessary. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. Acknowledge that I may view Information Statement (form 17a) via the RTA website. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9. Acknowledge that the offer has been made available to view the General Tenancy Agreement (form 18a), the standard terms and any special conditions before completing this application | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 10. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 11. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth). | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 12. Declare that the above information is true and correct and that I have supplied it of my own free will. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Name of Applicant

Signature

Date

Consent

I, _____ of _____
(Full Name) (Residential Address)

have read and understood the attached information. I authorise employees of **SPACE Property Agents**, and independent contractors of **SPACE Property Agents** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on this document to assist with my involvement with **SPACE Property Agents**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **SPACE Property Agents**, **SPACE Property Agents** may be unable to provide the products or services I have requested.

Signed _____ Date _____

Parent/Guardian Signature (if under 18 years of age) _____

Privacy

Nick Penklis Pty Ltd (ACN 083 884 253) trading as **SPACE Property Agents** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **SPACE Property Agents** condensed Privacy Notice. **SPACE Property Agents** also has a full Privacy Policy, which contains information about how you can complain about any breach by **SPACE Property Agents** of the APPs or an applicable APP Code.

A full copy of our Privacy Policy can be accessed at www.spaceproperty.com.au

Information Collection, Use and Disclosure

During the course of your involvement with **SPACE Property Agents**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available

source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **SPACE Property Agents** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that **SPACE Property Agents** update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



90 Latrobe Terrace Paddington QLD 4064



Sales: 07 3510 7600 Rentals: 07 3510 7666



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