

PRE-APPLICATION INFORMATION

Application Process:

- You must have viewed the property inside first before submitting your application.
- Complete an Application Form – 1 (One) per adult
- Include evidence of your income e.g.
 - * 2 x current payslips
 - * Accountants Letter (If you are self-employed)
 - * Current Centrelink Statement (if applicable)

Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below:

100 POINTS Identification – OPTION LIST

Passport	70 points	Department of Veterans Affairs Card	40 points
Full Birth Certificate	70 points	Electricity Account or Gas Account	25 points
Citizenship Certificate	70 points	Telephone Account	25 points
Australian Drivers Licence	40 points	Medicare Card	25 points
18+ card	40 points	Motor Vehicle Registration	25 points
Photo Id / Student Id	40 points	Bank Statement (must state your address)	25 points
Centrelink Card	40 points	Tenant Ledger / Last FOUR Rent Receipts	25 points

Address: 32 Denham Street, Rockhampton City Qld 4700

Phone: 4921 4999

Email: reception@professionalsrockhampton.com.au

Website: www.professionalsrockhampton.com.au

PLEASE NOTE:

- Bond transfers are NOT an option in this office
- Applications that are not completed in full when they are handed to our office WILL NOT be processed until completed

AGENCY PROCESS

As your application is a high priority, we will endeavour to have an answer to you within at least 48 hours, but this will also depend on your referees' availability. Please be aware we verify your application information through the National Tenancy Databases (TICA) and Barclay MIS. If you have had a problem with a previous tenancy, please discuss the circumstances with the property manager. We also contact your employer, current and previous Agent/Lessor and personal referees'. If your application is unsuccessful, we will retain all documentation for one (1) month after which it will be destroyed securely, to comply with Privacy Legislation.

Privacy Notice and Consent

Consent

I, _____
(Full name)

of _____
(Residential Address)

have read and understood the attached information. I authorise employees of Professionals Livingston & Molloy Real Estate, and independent contractors of Professionals Livingston & Molloy Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Professionals Livingston & Molloy Real Estate. 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 Professionals Livingston & Molloy Real Estate, Professionals Livingston & Molloy Real Estate may be unable to provide the products or services I have requested.



Signed _____

Date _____

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

Privacy

Livingston Real Estate Pty Ltd (ACN 078 554 668) trading as Professionals Livingston & Molloy Real Estate is committed to protecting your privacy in compliance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). This document sets out Professionals Livingston & Molloy Real Estate's condensed Privacy Notice. Professionals Livingston & Molloy Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by Professionals Livingston & Molloy Real Estate of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at <http://www.professionalsrockhampton.com.au/privacy-policy/>.

Privacy Notice and Consent

Information Collection, Use and Disclosure

During the course of your involvement with Professionals Livingstone & Molloy Real Estate, 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 at the Residential Tenancies Authority.
- Recording or accessing information on tenancy information services or databases; Please refer to contact details below:

TICA – Database

Telephone: 190 222 0346 (There are costs associated with these calls)

(Tenant Enquiries see contact details below)

PO Box 120
CONCORD NSW 2137

Barclay MIS Protect & Collect Pty Ltd
Telephone: 1300 883 916
(Tenant Enquiries see contact details below)

P.O. BOX 553
WYNNUM QLD 4178

Tenants can request details of any history pertinent to them by sending a reply-paid envelope to the above address.

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

- Client and business relationship management.
- Marketing of products and services to you.

Privacy Notice and Consent

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 numbers.
- 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.

Privacy Notice and Consent

- 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 Professionals Livingston & Molloy Real Estate 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 Professionals Livingston & Molloy Real Estate 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.

You may contact us by mail, email or telephone on the details provided on Page 1 of this application form. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Livingston Real Estate Pty Ltd t/a Professionals Livingston & Molloy Real Estate

ADDRESS: 32 Denham Street

SUBURB: ROCKHAMPTON

STATE: QLD POSTCODE: 4700

PHONE:

MOBILE:

FAX:

EMAIL:

07 4921 4999

07 4921 4955

reception@professionalsrockhampton.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ Rent period: weekly / fortnightly / monthly Bond: \$

Tenancy Term: ☐ Fixed term agreement ☐ Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? ☐ Yes ☐ No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

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 pets:

Type of Pet/s: Are your pets registered with a council? ☐ Yes ☐ No

If Yes, please state which council:

INITIALS (Note: initials not required if signed with Electronic Signature)

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____

TYPE OF OCCUPANCY:

☐ Rent ☐ Owner ☐ Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____

FAX: _____

EMAIL: _____

CURRENT RENT

\$ _____ Rent period: _____ ← weekly / fortnightly / monthly

REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____

TYPE OF OCCUPANCY:

☐ Rent ☐ Owner ☐ Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____

FAX: _____

EMAIL: _____

PREVIOUS RENT:

\$ _____ Rent period: _____ ← weekly / fortnightly / monthly

REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILSAre you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)Employment status: ☐ Full time ☐ Part time ☐ Casual ☐ Contract ☐ Self employed

OCCUPATION: _____

NET INCOME (per week)

\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____

DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PHONE: _____

FAX: _____

EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____

PHONE: _____

ITEM 9: CENTRELINK PAYMENTSAre you receiving any regular Centrelink payments? ☐ Yes ☐ No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK):

DATE PAYMENTS COMMENCED:

\$ _____

ITEM 10: STUDENT DETAILSAre you studying full time? ☐ Yes ☐ No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____

STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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ITEM 11: PERSONAL REFERENCES

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

REFEREE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

☐ Passport

☐ Full birth certificate

☐ Citizenship certificate

40 Points

☐ Australian Driver's Licence

☐ Student Photo ID

☐ Department of Veterans Affairs card

☐ Centrelink card

☐ Proof of age card

☐ State/Federal Government Photo ID

25 Points

☐ Medicare card

☐ Council rates notice

☐ Motor vehicle registration

☐ Telephone bill

☐ Electricity bill

☐ Gas bill

☐ Tenancy History Ledger

☐ Bank statement

☐ Credit card statement

☐ Last FOUR rent receipts

☐ Rent bond receipt

☐ Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS (Note: initials not required if signed with Electronic Signature)

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER 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 Agent/Lessor? | <input type="checkbox"/> True | <input type="checkbox"/> False |
|--|-------------------------------|--------------------------------|

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- | | | |
|---|------------------------------|-----------------------------|
| 1. 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 |
| 2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 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 |
| 3. 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 |
| 4. 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 |
| 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Acknowledge that I have signed the agency's Privacy Notice and Consent. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. 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 |
| 9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Declare that the above information is true & 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: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is not relevant for Guide, Hearing and Assistance Dogs. If unsure please contact our Agency prior to completing this Pet Application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name		
Address		
Phone Number	Work Number	Mobile Number

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name		
Address		
Phone Number	Fax Number	After Hours Number

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor

4. PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

☐ Application for Pet/s – DECLINED

☐ Application for Pet/s – APPROVED

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date