

Please ensure you read this application form and agree to the conditions before applying for the property

A PHOTOCOPY OF ALL YOUR IDENTIFICATION AND DOCUMENTATION IS REQUIRED WITH THIS APPLICATION

- Applications can only be accepted after you or your representative have viewed the property
- Each applicant must complete a separate form.
- All applicants are required to supply 100 points of photocopied identification and agree that the agent may retain any item supplied as part of this application.
- All applications are referred to the owner and should your application be unsuccessful the agent is not legally obliged to give a reason.

***If you application is successful:-***

- Once you have agreed to the Tenancy Agreement including the relevant terms and condition for the subject property you will be required to pay two weeks rent within 24 hours.
- Before commencement of the tenancy you will be required to pay the bond (equivalent to four weeks rent) by bank cheque, money order or direct deposit. No keys will be supplied prior to the commencement of the tenancy until the bond and 2 weeks rent have been paid.
- Please note quarterly property inspections will include photographs for owner's reports
- Rent payments can be made by Direct Deposit, Internet banking or periodical payments from your bank account. Please note we are a CASHLESS office.

**100 POINT IDENTIFICATION REQUIRED – must be photocopied and submitted with your application.** Mandatory documents must include proof of income, photo ID and signature and at least one document to verify your current address. Please contact our office if you have any queries

DOCUMENT	POINTS	CHECK
Passport	70	
Drivers Licence/Proof of age card	40	
Proof of income (payslips, centrelink statement, accountant details)	25	
Current Tenancy Agreement	25	
Car registration certificate	25	
Current Rates Notice	25	
Electricity, Gas or Telephone account	25	
Bank or credit card statement (no acc no's)	25	

I \_\_\_\_\_ confirm that I have seen the property at \_\_\_\_\_ on \_\_\_\_\_ and wish to apply for the property in it's current condition. I acknowledge that no further inspections will be required.

Signed:- \_\_\_\_\_ Date:- \_\_\_\_\_

<b>PROPERTY DETAILS</b>			
Proposed Property Address			
<b>Rent per week \$</b>	<b>Term of Lease</b>	<b>Start Date</b>	
<b>YOU MUST SUPPLY A START DATE AND THE TERM OF THE AGREEMENT (6 OR 12 MTHS)</b>			
<b>APPLICANT'S DETAILS</b>			
Name in full		Other names you have been known by	
DOB	Drivers Lic No	Passport No	
Contact info: (H)	(W)	(M)	
Email:			
Total number of occupants who will reside at the premises including children			
<b>OTHER OCCUPANT DETAILS</b>			
Name	Age	Name	Age
Name	Age	Name	Age
<b>PRESENT ADDRESS</b>			
Address			
Rent amount		Period of occupancy	
Name of Agent or Owner		Ph:	Email:
Has the bond been refunded in full			
If owner occupier please provide selling/letting agent details and current rates notice			
<b>PREVIOUS ADDRESS</b>			
Address			
Rent amount		Period of occupancy	
Name of Agent or Owner		Ph:	Email:
Was the bond refunded in full		If not why not	
<b>EMPLOYMENT DETAILS</b>			
Current Employer			
Employer address			
Employer contact:	Ph:	Fax:	Email:
Gross weekly salary \$	Nett \$	Employment period	
<b>Self Employed</b>			
Name of Business		ABN	
Address of Business			
Accountant Details:		Phone:	
Average Weekly Income \$		(please provide verification – BAS, Tax Return)	
<b>If a student or not currently employed</b>			
Student Id #	Institution	Duration	
Please provide Centrelink Documents with income details			
<b>OTHER INFORMATION TO BE COMPLETED</b>			
Smoker	<b>Yes/No</b>		
Number of vehicles (registered and unregistered) to be kept at the property			
Will there be any trucks, motorbikes, boats, caravans or trailers kept at the property			<b>Yes/No</b>
If <b>Yes</b> please specify type and size			

**PERSONAL REFERENCES (not relatives)**

Name	
Address	Phone No's
How long known	
Name	
Address	Phone No's
How long known	
Name	
Address	Phone No's
How long known	

**EMERGENCY CONTACT**

Relative or friend not living with you	Phone No's
Address	
Parent/Guardian	Phone No's
Address	

**PET APPLICATION**

Type/Breed of pet/s	Aggressive <b>Yes/No</b>
Name/s	
Age	
Desexed	<b>Yes/No</b>
Council Registration number	
Description	

**TO BE CONSIDERED, YOU MUST ATTACH A PHOTOGRAPH OF YOUR PET/S WITH THIS APPLICATION**

Emergency Pet Carer Name	Phone No's
Veterinarian Name	Phone No's

**PLEASE SIGN ACKNOWLEDGEMENT BELOW IF YOU ARE APPLYING WITH A PET**

If the Lessor agrees to permit pet/s at the property the Tenant/s acknowledge and agree to the following terms:

1. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Application are not allowed to remain at the property
2. The Tenant/s shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest regardless of their approval status
3. The Tenant/s accept full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their property caused by, or as a result of actions by their pet/s or their guests pet/s regardless of their approval status.
4. The Tenant/s agree to arrange for Flea Fumigation and deodorize 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.
5. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement.

**Signed by the Applicant:-** Name:.....

Signature:.....Date.....

## Privacy Notice and Consent

### Privacy

Ford Forbes Pty Ltd (ACN 151 096 874) trading as Ford & Forbes is committed to protecting your privacy in compliance with the *Privacy Act 1998* (Cth) and the Australian Privacy Principles (APPs). This document sets out Ford & Forbes's condensed Privacy Notice. Ford & Forbes also has a full Privacy Policy, which contains information about how you can complain about any breach by Ford & Forbes of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at at [www.fordforbes.com](http://www.fordforbes.com).

### Information Collection, Use and Disclosure

During the course of your involvement with Ford & Forbes, 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;
- Co-ordinating repairs or maintenance of a property owned or lease 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;
- Client and business relationship management;
- Marketing of products and services.

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/organizations 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 organizations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engage by us to repair or maintain a property owned or lease by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organizations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organization;
- 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 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 section of this document to indicate you consent.

In the event that you do not consent to Ford & Forbes 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 Ford & Forbes update or correct our personal information. A charge may apply for providing access to your information.

### Contacting Us

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

**Address:** PO Box 1587 Buderim Qld 4556

**Phone:** 07 5430 6655

**Email:** [admin@fordforbes.com](mailto:admin@fordforbes.com)

**FORD & FORBES**

BUSINESS SALES AND PROPERTY MANAGEMENT

### Consent

I, \_\_\_\_\_  
(Full Name)

of \_\_\_\_\_  
(Residential Address)

have read and understood the Privacy Notice information. I authorise employees of Ford & Forbes, and independent contractors of Ford & Forbes including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my involvement with Ford & Forbes. 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 Ford & Forbes, Ford & Forbes may be unable to provide the products or services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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