

APPLICATION INFORMATION

Agency: **Bees Nees City Realty**

Contact: (07) 3214 6899 or applications@beesnees.com.au Fax:(07) 3214 6825

We hope this information will make the process simpler and quicker for you!

SELECTING A PROPERTY

- Search and select Property via internet (www.beesnees.com.au) or other advertised source, click on book inspection or submit an inquiry form and you will be notified when an inspection is available.
- No need to contact our office, we will meet you at the property. If you have put in an inquiry via the web you will be advised by email about inspection times giving you the option to book and advise us of your attendance. We recommend that you use the booking link so you can be updated if anything changes.
- **A COPY OF THE TENANCY TERMS & CONDITIONS WILL BE FORWARDED TO YOU UPON APPROVAL OF YOUR APPLICATION**

APPLICATION PROCESS

- WE CANNOT ACCEPT INCOMPLETE APPLICATIONS - use this checklist to ensure it is completed
 - I have completed all sections of application I have attached 100 Points of ID
 - I have attached Proof Of Income (Payslips 2 most recent and/or bank statement)
 - I have signed & completed the Rent Declaration (Page 4)
 - I have signed the Privacy Consent and provided details of current/past property manager (Page 5)
- **Bees Nees can't offer photocopying services**
- Applicants without previous rental history or who are not in receipt of an income, will require a guarantor to complete and application for the property and become a 'Lessee', on the General Tenancy Agreement
- We understand the need to process your application quickly and make every attempt to process your application within 24 hours of receipt. If your application is held up, in most cases it is because we have not been able to contact your referees - to avoid this, we recommend that you contact all your referees and let them know that we will be calling

AGENCY PROCESS

If Application is not accepted

If application is not accepted by the Lessor, it will be retained for seven (7) days and then destroyed securely to comply with Privacy Legislation

IF APPROVED

IF YOUR APPLICATION IS ACCEPTED BY THE LESSOR, WE WILL IMMEDIATELY ATTEMPT TO NOTIFY YOU AND SEND YOU AN EMAIL CONTAINING THE TERMS AND CONDITIONS OF THE TENANCY FOR YOUR PERUSAL AND ACCEPTANCE. ONCE YOU HAVE AGREED TO THE TERMS AND CONDITIONS OF THE GENERAL TENANCY AGREEMENT PAYMENT EQUIVALENT TO TWO (2) WEEKS RENT WILL BE REQUIRED WITHIN 24 HOURS TO SECURE THE PROPERTY

Please Note: Bees Nees does not accept Bond Transfers

METHOD OF INITIAL PAYMENT

Payment is to be made to our Agency either BPAY(*timeframe permitting) , BANK CHEQUE or MONEY ORDER ONLY

Please note: CASH PAYMENTS ARE NOT AN OPTION -

** BPAY FUNDS MUST BE CLEARED AND IN VISIBLE IN OUR BANK ACCOUNT BEFORE KEYS CAN BE ISSUE.*

METHOD OF RENTAL PAYMENT OPTIONS DURING TENANCY - Please note CASH PAYMENTS ARE NOT AN OPTION

1. BPAY

2. Bank Cheque/Money Order

P. 07 3214 6899 E. applications@beesnees.com.au www.beesnees.com.au
Boris & Associates Pty Ltd ABN 51119088694 36 Cordelia St, South Brisbane Queensland 4101

Tenancy Application Form

Thank you for your interest in renting a Bees Nees City Realty property. It is a pre-requisite that all applicants must inspect the property prior to submitting an application. Subject to this, please **FULLY** complete this form, and sign and email it along with your supporting documentation to our office.

Please note: We **DO NOT** process incomplete applications **AND** all unsuccessful applications are destroyed

PROPERTY DETAILS

Property Address:

Lease commencement date:

Lease Period:

Rent per week:

Bond Amount

PERSONAL DETAILS - please use your full legal name

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile Phone:

Email:

Date of Birth:

Driver's Lic No:

Passport No:

Passport Country:

Names of other joint applicants: (over 18yo)

Names & ages of children to occupy property: under 18yo

COMPANY DETAILS (if applicable) PLEASE SUPPLY ONLY IF YOUR COMPANY WILL BE ON THE LEASE

Company Name:

Address:

Contact Name:

Contact Phone:

Contact Email:

ABN:

EMERGENCY CONTACT DETAILS - (SOMEONE WHO WILL NOT BE RESIDING AT THE PROPERTY)

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

PETS INFORMATION (if applic)

Type:

Breed:

No of:

PLEASE ATTACH A PET REFERENCE

CURRENT TENANCY DETAILS

WAS THE LEASE IN YOUR NAME?

Current Address:

Length of time at this address:

Rent Paid:

Reason for leaving:

Landlord/Agent:

Phone:

PRIVATE

AGENT

OTHER/SHARE

Fax/Email:

Previous Rental History

WAS THE LEASE IN YOUR NAME?

Previous Address

Length of time at this address: From

To:

Reason for leaving:

Landlord/Agent

Phone:

Was Bond Refund in Full?

Yes

No

If No, please specify reasons why:

CURRENT EMPLOYMENT DETAILS

(Please provide 2 most recent payslips)

Employer's Address:

Occupation:

Current Employer

Length of Employment:

Contact Name (payroll/manager)

Contact Number:

Net weekly employment income:

SELF EMPLOYMENT DETAILS

(Please provide bank statement and/or tax return)

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Accountant's Address:

email

OTHER 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 Phone:

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:

Scholarship /Grant \$ Please provide proof of scholarship or grant

CHARACTER REFERENCES - NOT FRIENDS OR RELATIVES

Referee: Relationship:

Phone: Mobile:

Referee: Relationship:

Phone: Mobile:

DECLARATION

I, the Applicant, hereby offer to rent the property form the owner. Should this application be approved, I acknowledge that I will be required to pay the following amounts

Weekly Rent: \$

Rental Bond: \$

Total Amount Payable

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I also declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

_____ Applicant Name

_____ Signature

_____ Date

PLEASE PROVIDE 100 POINTS

Item	X	Points	Initial	Item	X	Points	Initial
Driver's License/18+ Card		40		Medicare Card		20	
Passport		40		Bank Debit/Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wages Advice		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independent owned and operated business and 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, letting agents, your current or previous employer and referees. Your consent to us collect this information is set out below. We will 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 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 will not be considered by the owner of the property.

CONSENT TO ACCESS THE FOLLOWING

I, the applicant acknowledge that I have read this Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal referees;
3. My employer;
4. Any Tenancy Default Databases which may contain personal information about me. I also authorised the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside of Australia and to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

PLEASE HAVE YOUR CURRENT PROPERTY MANAGER COMPLETE BELOW

To:

(Insert name of Current Property Manager if known)

of

Fax/Email:

(Insert Name of Private Landlord/Current Agency)

Insert Fax or email of Agency

RE:

(Insert Applicant Name)

(Insert address of property leased)

As per the above signed consent form, we ask that you honestly appraise your current/previous tenant's history. Please fill in the following form. Once completed, would you kindly return at your earliest convenience and **INLCUDE A TENANCY LEDGER**. We thank you for your time!

Was the tenant named on the lease? Yes No

Did the tenant pay rent in advance? Yes No

Were any Remedy Breach notices issued? Yes No

If yes, what for?

Were routine inspections carried out? Yes No

Was the property kept in a fair and reasonable condition? Yes No

If not, please comment

Were any pets kept illegally at the property? Yes No

Would you rent to the tenant again? Yes No

Overall Character Reference

Property Manager _____ Signature: _____