

The
ROWE TEAM
Agency

Tenancy Application Form

Applicants Names: _____

Property Address: _____

Please read prior to completing your application:

- One application to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below.
- The Rowe Team Agency will make every effort to process your Application within 48 hours. If the application is approved, all approved leaseholders must sign the General Tenancy Agreement and you will be required to pay 2 weeks rent + 4 weeks bond.

Photo ID - 50 Points

Passport Aus. Drivers Licence Proof of Age

Other ID -30 Points

Birth Certificate Pension Card/Medicare Student Card

Documents on which your name and current address appear- 20 Points

Electricity Account, Phone Account, Rates Notice, Gas Account, Bank Statement

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS: 100

Documents required for proof of income: Submit one of the following:

Last 2-3 payslips Employment contract Centrelink Statement Bank Statement

Letter from accountant (if self-employed) ATO Notice of Assessment

Isabel Rowe

0409 983 115

isabel@theroweteam.agency

Applicants Full Name : _____

Applicants Personal Details :

Date of Birth: / / Phone No:

Email:

Current Address:

Drivers Licence No:

Expiry Date:

Passport No:

Expiry Date:

Rental Property:

Preference 1: _____

Period of Occupancy: _____

Preference 2: _____

Period of Occupancy: _____

Current Living Arrangements: Must have landlord/Agents details

Address: _____

Agent/Landlord: _____

Phone: _____ Email: _____

Rent/ Board Per Week \$ _____ Period of Occupancy: _____

Previous Living Arrangements: Must have landlord/Agents details

Address: _____

Agent/Landlord: _____

Phone: _____ Email: _____

Rent/ Board Per Week \$ _____ Period of Occupancy: _____

Employment:

Full Time

Part Time

Current Employer:

Casual

Contract

Supervisor's Name _____ Phone: _____

Your Position: _____

Length of Employment: _____

NET (Take Home) Pay Each Week: _____

VERIFICATION OF INCOME SOURCE MUST BE PROVIDED

If a Student or not Currently Employed:

- If studying - a student card must be supplied - if receiving Centrelink - a Centrelink "income statement must be supplied.

Student ID# : _____ Institution: _____

Course: _____ Duration: _____

Currently Not Employed

Please indicate documents supplied with this application to confirm your income source.

Parent/Guardian Letter Centerlink Documents Austudy Documents

Bank Statements Other

If self Employed

- Must include accountants' details

Company Name: _____ Trading As: _____

Address: _____

ABN: _____ Industry/ Nature of Business: _____

How long have you been Self- Employed: _____

Total Annual Income (as declared to Austrian Taxation Office) :\$ _____

Accountant: _____ Phone: _____

Creditor: _____ Phone: _____

Vehicle Information

- Total Number to be Supplied including vehicles of other applicants applying with you.

Total Number of Vehicles to be kept at the Premises: _____

Registration No: _____ State: _____ Model: _____

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Occupancy Details

-Full names, Current addresses and ages of All People (including Dependents and yourself) Who will Reside at the Property

Name	Address	Date of Birth

Pets:

(If Applicable) Must be registered with local Council- Proof must be provided before Tenancy.

Number of Pets: _____

Breeds: _____

Council Registration Number/s (if Cats/Dogs): _____

Inside Or Outside: _____

Smoker- Please note smoking is Prohibited inside the property

Yes No

Special Conditions

References:

Three Personal/ Business References (Not Relatives) must be supplied

-Please ensure each has agreed for you to nominate them as a referee.

Name	Relationship	Phone

Emergency Contacts for Applicant:

Two Emergency Contact details must be supplied of closest relatives/ Friends who will not be residing with you

Name: _____

Relationship: _____

Address: _____

Mobile: _____

Name: _____

Relationship: _____

Address: _____

Mobile: _____

PRIVACY COLLECTION NOTICE:

The Rowe Team Agency (TRTA) collects the information on this form to assess your suitability for the nominated rental property.

The information you provide in a reference may be disclosed to your nominated referee and if you are granted the tenancy, relevant information about you may also be disclosed to insurance companies, body corporates, contractors, tradesmen (where property maintenance is required) and to **TRTA's** property portfolio officers.

In the event of a default, **TRTA's** may use some of your information to access the services of the TICA Tenancy Database System (TICA). Where required, TICA may disclose that information to other subscribers and relevant third parties such as debt collection agencies. Your personal information will not be disclosed to any other third party without consent unless required or authorised by law. If you do not complete this form or do not wish to sign the declaration below, your application for tenancy cannot be considered, due to insufficient information to assess your suitability.

For more information on **TRTA's** privacy practices, please refer to our privacy policy <https://www.theroweteam.agency>

ACKNOWLEDGEMENT OF APPLICATION

I, the applicant: _____

1. acknowledge that I have read and understood the above privacy collection notice.
2. acknowledge that I have received the Information Statement (Form 17a) and body corporate by-laws (if applicable) before completing this application.
3. acknowledge that I have reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms (Tenancy Agreement) before completing this application.
4. acknowledge that, in the event my application is accepted, 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.
5. consent to the use of electronic communications 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) including receiving advice or notification by SMS;
6. understand that by applying, **TRTA's** or its bound agents may use the information collected about me to undertake investigations and searches (including tenancy database searches) as considered necessary; and
7. declare that the above information is true and correct and that I have supplied it of my own free will

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name: _____

Applicant Signature: _____

Date: _____

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