



Sync Property – Yorkeys Knob
 Shop 1E, 455 Varley Street, Yorkeys Knob
 Phone: 07 4081 0810
 Fax: 07 4081 0222
 Email: reception@syncproperty.com.au

Tenancy Application Form

Our agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please note: **Applications will not be accepted if full documentation is not provided.**

Please read prior to completing your application

- One application is 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 which must include 1 item of Photo ID. Proof of income is also required.

Documents accepted for identification check	points per documents
○ <u>Passport or Drivers Licence</u>	<u>60</u>
○ <u>Birth certificate or Medicare Card</u>	<u>30</u>
○ <u>Other photo ID or Pension Card</u>	<u>20</u>
Total Points Achieved with attached Documents: _____	
Documents accepted as proof of income (must provide):	
○ Two last payslips	
○ Bank statement showing last two pays	
○ Letter from Employer or accountant	

- Our agency will contact you within 48 hours. If the application is successful, all leaseholders must sign the General Tenancy Agreement within 24 hours. The full Bond (4 weeks rent) plus the first two weeks rent must be paid before the tenancy start date. Our agency will accept Bond Loans, but it is your responsibility to have this arranged and approved prior to the tenancy start date.

Application Checklist – before I submit this application I have:

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the property both internally and externally
- Completed the application form **fully**, including the Privacy Disclosure Statement and Privacy Consent
- Attached proof of income and/or savings

Property Address applying for: _____
Applicant Name: _____
Best Contact Details (email or phone): _____

***Applicant's Details (* denotes required information)**

*Name in full:		Other name/s you have been known by:	
*Date of birth:		Place of birth:	
*Drivers licence no.:	expiry:	Passport no.:	Expiry:
*Home:		Mobile:	Business:
Email:			

***Australian Citizen**

Yes No: Attached copies of Passport and Visa Visa Expiry

***Current Address** Renting Owner With Friends/family Sharing, not on lease Other

*Address in full:

*Rent per week: \$ *Period of occupancy: years months

*Agent/Landlord: *Fax/email: ph:

*Reason for leaving:

***Previous Address** Renting Owner With Friends/family Sharing, not on lease Other

*Address in full:

*Rent per week: \$ *Period of occupancy: years months

*Agent/Landlord: *Fax/email: ph:

*Reason for leaving:

*Was the Bond refunded in full: yes No: reason

Employment

*Current Employer Business Name: *Your position:

Full time Part Time Casual Contract

*Length of employment: years months Pay day: of each week / fortnight / month

*Payrole/Managers name: *Fax/email: ph:

If self employed

Company name: Trading as:

Address: ABN:

Period self-employed: years months Industry/Nature of Business:

Accountant details: ph:

Creditor Referee: ph:

***Income – must provide verification**

Employment	\$	gross per annum	\$	net weekly
Self-employment – provide Accountant letter to verify	\$	gross per annum	\$	net weekly
Employment	\$	gross per annum	\$	net weekly
*TOTAL:	\$	gross per annum	\$	net weekly

If student or not currently employed

Student ID #: Institution: Course: Duration:

Refer to the following selected documents attached to application to verify my source of income:

- Centrelink Statement Bank Statements Other: _____

Vehicles kept at the property

Registration No: _____ Model: _____ Owned/Hired: _____

Other: _____

***Occupancy Details** of persons to reside at the property other than the applicant, including dependants and other applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

*Smoker Yes No

*Pets Yes No

dogs, cats, bird, fish, reptiles etc

Name	Breed	Age	Quantity

***Emergency Contact Details:** of closest friends/relatives who will not be residing with you. Must be Australian Numbers

1. Name: _____	2. Name: _____
Address: _____	Address: _____
Relationship to you: _____	Relationship: _____
Mobile: _____ Home: _____	Mobile: _____ Home: _____

***Referees (1 professional, 1 personal)** who are not relatives. Must be contactable within the next 48 hours

Name	Relationship	Business Hour Contact

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? Yes No

Are you in debt to another agent or lessor? Yes No

Myself or a Representative on my behalf has inspected the property with a Property Manager of Sync Property Yes No The date of property inspection was _____.

Was the property in a satisfactory condition when it was inspected? If no, list requests

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy period of * _____ months, at a rental of *\$ _____ per week commencing on * __/__/____.

I understand that if the nominated applicant is advised the application is approved then within 24 hours, all approved applicants are to sign the General Tenancy Agreement. The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a break lease agreement will take effect until a new tenant is secured.

Pre-moving in costs as itemised below are to be paid by Direct Transfer, Bank Cheque or EFT.

ITEM	CALCULATION	\$PAYABLE	IMPORTANT NOTE
*Rent – first 2 weeks rent	2 x \$ _____ =	\$ _____	Prior to lease start date
*Bond – 4 times weekly rent	4 x \$ _____ =	\$ _____	Prior to lease start date
	TOTAL PRE-MOVING COST	\$ _____	Prior to lease start date

*Applicants Signature: _____

*Date: _____

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Privacy Disclosure Statement

Please acknowledge the following by selecting either Yes or No
I, the applicant,

1. acknowledge that my personal belongings are not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings Yes No

2. understand that you as the agent/lessor are collecting 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
 - a. for such purposes, I authorise you to contact the persons named on this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary
 - b. in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in the application and other relevant third parties. Yes No

3. acknowledge and accept that if this application is denied, the agent is not obligated to provide reasons Yes 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 databases. Yes No

5. consent the use of email or facsimile and the method of receiving advice or notification by SMS is accepted Yes No

6. declare that the above information is true and correct and that I have supplied it of my own free will. Yes No

Acknowledgement and Consent by Applicant :

*Applicant Name:

*Applicant Signature:

Time:

Date:
