

TENANCY APPLICATION

AGENCY NAME: MOSAIC PROPERTY MANAGEMENT

ADDRESS: 84 Latrobe Terrace, PADDINGTON QLD 4064
PO Box 526, PADDINGTON QLD 4064

CONTACT DETAILS: PHONE: 1300 985 852
EMAIL: rentals@mosaicproperty.com.au

APPLICANTS NAME: _____

PROPERTY ADDRESS APPLYING FOR: _____

LEASE TERM (Minimum of 6 months): _____

LEASE START DATE: _____

WEEKLY RENT: _____

PETS: No
 Yes: If yes please complete and attach the Pet Application and Agreement form

The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly. Please read prior to completing your Application:

- One Application is to be completed per person. Everyone over the age of 18 **MUST** submit an application along with the required supporting documents.
- This Application cannot be processed until it is completed including copies of supporting documents attached. Refer to the following list of accepted documents. Submit copies of the documents with your Application.
- **We will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid into the nominated trust account.**

MANDATORY DOCUMENTS REQUIRED FOR INCOME CONFIRMATION

- Minimum of 2 most recent Pay Advices
- or
- Current Bank Statement showing income (anything older than 3 months will not be accepted.)

MANDATORY DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

- A** Submit **only one** of the following in **COLOUR**:
- Passport Birth Certificate
-
- B** Submit **only one** of the following in **COLOUR**:
- Drivers Licence Proof of Age Card
 Other Photo ID from Government eg Pension Card, Student Card
-
- C** Submit **only one** of the following documents on which your name and current address appear:
- Car registration certificate Rates Notice Electricity Account
 Bank/Credit Card Statement Telephone Account Gas Account

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of mandatory documents
-
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please go to: www.mosaicproperty.com.au
-
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
-
- Completed the Pet Application & Agreement form if pets are to reside at the Property

INDIVIDUAL APPLICANTS DETAILS: (Please provide as much information as possible)

Applicants Full Name:

Date of Birth:

☒ Home:

☒ Business:

☒ Mobile:

Email:

Drivers Licence No:

Expiry:

Passport No:

Expiry:

Australian Citizen: Yes No: If you answer no you **MUST** supply copies of Passport and Visa attached**CURRENT ADDRESS DETAILS:** _____

(Please tick the relevant box and complete the information required)

 Renting (This includes if you are living with friends that you pay rent/board to, please complete all of the below)

Rent per week \$ _____ Period of occupancy: _____ Years _____ Months ☒ Business:

Name of Agency or Landlord:

Email:

Reason for leaving:

 Owner Occupier

Year Purchased: _____

 Living at home: **Other:****PREVIOUS ADDRESS DETAILS:** Rented Owned Lived at home Other

Address:

Rent per week \$ _____

Period of occupancy: _____ Years _____ Months ☒ Business:

Name of Agency or Landlord:

Email:

CURRENT EMPLOYMENT:

Current Employer:

Position Title:

 Full Time Part Time Casual ContractLength of Employment: _____ Years _____ Months Net **weekly** income \$ _____ per week

Payroll / Manager's Name:

Payroll / Manager's Phone Number:

Payroll / Manager's Email:

PREVIOUS EMPLOYMENT:

Previous Employer:

Position Title:

 Full Time Part Time Casual ContractLength of Employment: _____ Years _____ Months Net **weekly** income \$ _____ per week**IF SELF EMPLOYED:** (Please complete ALL sections below in full. Please note we will need to contact your Accountant to confirm your income)

Company Name:

Trading As:

Company Address:

ABN Number:

Period self employed: _____ Years _____ Months

Industry/ Nature of Business:

Accountant Details:

☒ Business:

Net **weekly** income \$ _____ per week**IF CURRENTLY UNEMPLOYED:** (Please attach one of the following documents to verify source of income) Parent/Guardian to also submit a Tenancy Application Centerlink Document Bank Statements**IF STUDENT:** (Please complete the below)

Student ID #:

Institution:

Duration:

Course:

Details of all Vehicles to be kept at Property

Registration No: _____ Model: _____ Owned / Hire Purchase

Registration No: _____ Model: _____ Owned / Hire Purchase

Occupancy Details of ALL Persons to Reside at Property, including Children and person completing form

Name	Address	Age

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name:	2. Name
Address:	Address:
Relationship: { H:	Relationship: { H:
{ W: { M:	{ W: { M:

Personal Referees who are not Relatives

Name	Occupation	{ Business Hours Contact
1.		{ Mob { Work
2.		{ Mob { Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

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 for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. 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 refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses PayWay by Westpac for rent payments and if used the Tenant will incur fees.

Pre-moving in costs as itemised below are to be paid into the nominated Trust Account. Please ask your Property Manager for more information.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database (TICA). Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Mosaic Property Management. I authorise Mosaic Property Management to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Mosaic Property Management subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise Mosaic Property Management to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Mosaic Property Management to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	