

Tenancy Application Form

P: 07 3712 0999 | F: 07 3279 5255 | E: rentals@summitre.com.au
Shop 7B 'Windermere Village' 48 Goggs Road, Jindalee | PO Box 163, Mt Ommaney Qld 4074

Completing your Application

- Please read first -

Welcome to Summit Rentals

We value our clients and wish you well in your new home. Our aim is to make your time as a tenant a pleasant and rewarding experience. Please do not hesitate to contact us so that we can attend to any problems promptly.

- ➔ **An incomplete tenancy application will not and cannot be processed.**
- ➔ It is essential that **each person** over eighteen years who will be residing in the property completes an Application Form, if the resident isn't going to be on the lease an Application Form still needs to be submitted.
- ➔ **Summit requires a minimum 100 points of the following ID to process the Application:**

ITEM	X	Points	Initial	ITEM	X	Points	Initial
Drivers License		40		Medicare Card		20	
Passport		40		Bank / Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wage Advice X 2		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	

- ➔ **Request for Rental Reference Form:** Please print name on top, and sign at bottom. Please do not fill out any part of form.
- ➔ **At the time of submitting your Application Form:** Original documents to support your application **must** be sighted; these will be photocopied by Summit.

If Approved:

We will be in contact with you to confirm the lease and will then arrange to have the General Tenancy Agreement signed. You will be required at this stage of approval to supply Summit with a Deposit to hold the property. The Deposit will be one week's rent, and will need to be paid to Summit with-in 24 hours of approval. *If you then choose to pull out of the tenancy before the General Tenancy Agreement is completed the one weeks Deposit will be forfeited, and be held by Summit as compensation.* A sign up date will be made on the application approval. The bond monies (equal to four weeks rent) and the second weeks will be paid on the date of signup.

Should your application be unsuccessful you will be advised.

Property Address: at \$..... per week
For a fixed term of: with the tenancy to start on / /

Have you inspected the property? Yes / No If Yes: Inspection time / dateam/pm / /

How did you find out about this property? Office list / realestate.com.au / summitre.com.au / Sign /

Full name of applicant: D.O.B.: / /

Home: Work: Mobile:

Email: Drivers licence #: State:

Car Make/Model: Rego: Are you a smoker?: Yes / No

Current address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

Previous address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

2nd Previous address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

If the combined length of the time for the above 3 locations is less than 24 months please provide additional properties.

Is someone else applying with you to rent this property? If so, name(s):

Employment:

Occupation: Employer:

Period of employment: Casual / Part time / Full time Income: \$..... net wk/fn/mth

Name of contact: Phone: Address:

Student:

University: Degree/Course: Year:

Children:

Name(s) and age(s) of all children under the age of 18 who will live at the property:

Pets: YES / NO

Type: Breed: Rego #: Reference: Yes / No

Personal Referees: (two people we can contact by phone that are not relatives)

Name: Occupation:

Phone: How long has this person know you: Relationship to you:

Name: Occupation:

Phone: How long has this person know you: Relationship to you:

Emergency Contact:

Name: Relationship to you:

Address: Phone:

We at Summit 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 or letting agents, your current or previous employer and your referees. We recognise the importance of protecting the privacy of information collected, in particular information that is capable of identifying an individual ("personal information"). Summit strives to ensure the security, integrity and privacy of personal information submitted. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information. We may 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. If you do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Applicant Signature: Date: