

Pre-application Information

Agency: AUMR Property Management
Address: 5-138 Racecourse Road, Ascot
Contact: AUMR Office Ph: (07) 3154 5707 Email: info.ascot@aumronline.com

Selecting a Property

- Search and select Property via internet
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.
- A copy of the General Tenancy Agreement and any Special Terms will be on display at the Inspection.

Application Process

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Tenancy Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include copies of documents which may help to verify your Application Information provided by you.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK Points per Document

Submit only one of the following:

* Drivers Licence * Proof of Age Card	30 points
* Other Photo ID from Government e.g. Pension Card, Student Card * Passport	
* 2 recent Rent Receipts * 2 recent Pay Advices * Tenancy Ledger	20 points
Documents on which your name and current address appear:	15 points
* Car registration certificate * Rates Notice * Electricity Account * Bank/Credit Card Statement * Telephone Account * Gas Account	
* Birth Certificate	10 points

- Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.
- **Please be aware Bond Transfers and Department of Housing Bond Loans are NOT an option.**
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.
- If you would like to refer to our Privacy Policy, please view on our website.

Agency Process

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our Agency

To verify your Application information we contact Tenancy Databases. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support Application for Tenancy.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

Rent payment method options

Direct Debit, Simple Rent (Direct Debit/ Credit Card or Bpay)), Money Order, or Bank Cheque are accepted as rent payment methods. **CASH IS NOT AN OPTION.**

If Approved

Don't forget, once approved it is your responsibility to arrange your power connection, gas connection (if applicable) and your phone connection. It's also a good idea to look into arranging Contents Insurance for your personal belongings.

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

AUMR ASCOT PTY LTD

ADDRESS: 5/138 Racecourse Road

SUBURB: ASCOT

STATE: QLD POSTCODE: 4007

PHONE:

MOBILE:

FAX:

EMAIL:

07 38687575

NA

NA

info.ascot@aumronline.com

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

☐

Fixed term agreement

☐

Periodic agreement

Starting on:

Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

☐

Yes

☐

No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants?

☐

Yes

☐

No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

☐

Yes

☐

No

ITEM 6: PETS

Do you intend to keep pets at the property?

☐

Yes

☐

No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

☐

Yes

☐

No

If Yes, please state which council:

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
☐ Rent ☐ Owner ☐ Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
☐ Rent ☐ Owner ☐ Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILSAre you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)Employment status: ☐ Full time ☐ Part time ☐ Casual ☐ Contract ☐ Self employed

OCCUPATION: _____

NET INCOME (per week)

\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____

DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTSAre you receiving any regular Centrelink payments? ☐ Yes ☐ No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): _____ DATE PAYMENTS COMMENCED: _____

\$ _____

ITEM 10: STUDENT DETAILSAre you studying full time? ☐ Yes ☐ No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____

STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date: _____

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ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

☐ Passport

☐ Full birth certificate

☐ Citizenship certificate

40 Points

☐ Australian Driver's Licence

☐ Student Photo ID

☐ Department of Veterans Affairs card

☐ Centrelink card

☐ Proof of age card

☐ State/Federal Government Photo ID

25 Points

☐ Medicare card

☐ Council rates notice

☐ Motor vehicle registration

☐ Telephone bill

☐ Electricity bill

☐ Gas bill

☐ Tenancy History Ledger

☐ Bank statement

☐ Credit card statement

☐ Last FOUR rent receipts

☐ Rent bond receipt

☐ Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor ☐ True ☐ False
2. Have no known reasons that would affect my ability to pay rent ☐ True ☐ False
3. Was refunded the rental bond for my last address in full (if applicable) ☐ True ☐ False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? ☐ True ☐ False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that 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. ☒ Yes ☐ No
2. Understand that you as the Agent/Lessor have collected 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. ☒ Yes ☐ No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. ☒ Yes ☐ No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. ☒ Yes ☐ No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. ☒ 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 default databases. ☒ Yes ☐ No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. ☒ Yes ☐ No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. ☒ Yes ☐ No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. ☒ Yes ☐ No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. ☒ Yes ☐ No
9. Consent to the use of email and facsimile 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)*. ☒ Yes ☐ No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. ☒ Yes ☐ No

Name of Applicant: _____

Signature: _____

Date: _____

**SIGN
HERE**

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The Applicant understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent. Upon approval of the Tenancy Application you will have the option to pay the rent via easy credit card deductions or weekly direct debit from your Bank Account. **Its that Simple!**

You will also receive access to the **SimpleDiscounts** rewards program that will save you **3% to >20% off** over 22 National retailers and a host of other local businesses.

I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online

☐ I acknowledge

I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit.

☐ I acknowledge

I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.65, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).

Failed payments \$9.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

☐ I acknowledge

I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

☐ I acknowledge

Signature: _____ Date ____/____/____

Signature: _____ Date ____/____/____



easyBondpay™

makes renting easier for you

**we make
renting easy
for you**

paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:

\$1,500.00 rental bond =

6 equal monthly payments of \$273.25*

* Total payable \$1639.50 including interest and charges over the 6 month term.

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

Make bond payments EASY with easyBondpay.



NO SUPPORTING DOCUMENTS REQUIRED



INSTANT APPROVAL



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)

Free utility connection service

- ✓ It's FREE. Our Australian based service team will call ASAP to get you connected
- ✓ We're CONVENIENT. Why spend hours on the phone waiting in endless call queues?
- ✓ We make it EASY. In a single 10 minute call you get electricity, gas, phone and more
- ✓ Our Promise to you! **LIGHTS ON** guarantee, connected on time and as planned
- ✓ Focus on moving into your new home. Don't move in the dark!

• Free Service • Quality Suppliers • No obligation • Month To Month Contracts • New Connections + Relocation of Services

Let **On The Move** reduce your stress and save you time by arranging to connect all your services on your moving day.

☒ YES, please call me to arrange the following services **free of charge!**

☐ ELECTRICITY ☐ GAS ☐ PHONE ☐ INTERNET ☐ PAY TV

Name

Date of birth

Contact number

Driver's Licence or Passport Number

Expiry date

Property address to connect

Suburb

Postcode

Connection date

Applicant's Signature

Date

Sales Agent / Property Manager NAME

Contact number

Our Promise to you

We guarantee that your electricity and gas will be connected on your agreed move-in date!

**on the
move
promise**



Terms & Conditions - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. Standard connection fees & bonds may apply.