

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

Navigates Real Estate

ADDRESS: P O Box 578

SUBURB: Hope Island

STATE: QLD

POSTCODE: 4212

PHONE:

1300354687

MOBILE:

0409 184 598

FAX:

1300354683

EMAIL:

re@navigates.com.au

### ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: QLD

POSTCODE:

Rent: \$ \_\_\_\_\_ Rent period: Weekly ← 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: \_\_\_\_\_

INITIALS

**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 DETAILS**Are 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 PAYMENTS**Are you receiving any regular Centrelink payments?  Yes  No

DESCRIPTION OF PAYMENT(S): \_\_\_\_\_

TOTAL INCOME (PER WEEK):

DATE PAYMENTS COMMENCED:

\$ \_\_\_\_\_

**ITEM 10: STUDENT DETAILS**Are 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:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REFEREE 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

**ITEM 12: PERSONAL REPRESENTATIVE**

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

REPRESENTATIVE 1:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REPRESENTATIVE 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

**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:

TICA

## 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: \_\_\_\_\_

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# Consent to receive electronic communication

Tenant(s)

The *Electronic Transactions Act (Queensland) 2001* (Sections 11 and 12) requires a person/s to provide consent if they agree to receive information via electronic communication.

The preferred email address/es and facsimile number/s for the person/s providing consent are:

Email address/es:

Client 1 \_\_\_\_\_  
Client 2 \_\_\_\_\_  
Client 3 \_\_\_\_\_  
Client 4 \_\_\_\_\_

Fax number: \_\_\_\_\_

By signing this document, the person/s consent to the use of electronic communication as per the email address and/or facsimile number provided above as a method of communication with the agent named below.

Name/s of persons providing consent to receive information via electronic communication:

## SIGNATURES

Client 1 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client 2 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client 3 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client 4 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Name: Navigates Real Estate

Name of Agent: Bruce Flint

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INITIALS



## Privacy Notice and Consent

### Consent

I \_\_\_\_\_  
*Full Name*

of \_\_\_\_\_  
*Residential Address*

Have read and understood the attached information. I authorise employees of Flint Forensics Pty Ltd t/as Navigates Real Estate ("Navigates Real Estate"), its related entities, its business's, subsidiaries, directors, officers, and independent contractors of Navigates Real Estate including their directors, officers, real estate agent contractors and the Agent/Broker that will assist you, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Navigates Real Estate. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Navigates Real Estate, Navigates Real Estate may be unable to provide the products and services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Privacy

The privacy of personal information you provide to us (your personal information) is important to us. The following privacy governs the collection and use of your personal information by Flint Forensics Pty Ltd (ABN 65 103 438 277) trading as Navigates Real Estate, its related entities, its business's (including but not limited to Navigates General Insurance, Navigates Mortgage Broking and Navigates Body Corporate and Community Management), subsidiaries, directors, officers, employees, and independent contractors of Navigates Real Estate including their directors, officers, real estate agents contractors and the Agent/Broker that will assist you ("we", "us" or "the group").

We are committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out our Privacy Notice.

### Information Collection, Use and Disclosure

We may collect personal information from you through our call centres, by telephone, letter, fax or email, through our Agents, when interviewing you, through our pop-up kiosks, from our website (through your access or use) and from competitions, promotions, surveys, providing feedback to which you choose to respond or complaining to us and from publicly available sources of information including social media.

We collect personal information about you to enable us to assess your suitability and eligibility for buying or selling a property, property management services, applying for a home loan, insurance policy or for the provision of other services. During the course of your involvement with us, we may collect, use or disclose personal information about you for the following purposes:

- Conducting our business;
- Complete a transaction to which the provision of that personal information relates, for example, in the completion of application form;
- Assisting you to sell your property;

- Assisting a third party purchase your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client business relationship management;
- Marketing of products and services to you;
- For other services that we offer that you may require.

The type of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Copies of photo identification;
- Your residential and postal address;
- Your email address;
- Your home, work and mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name and bank or financial institution and credit reference reports;
- Details of your spouse, de facto, dependent children and roommates;
- Details of properties owned by you;
- References or referees;
- Publicly available sources of information or any other organisation where you have given your consent.

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor/planner;
- Mortgage brokers and aggregators;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespersons engaged by us to repair or maintain a property owned or leased by you;

- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies and businesses;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Law enforcement agencies and government entities;
- Credit reporting agencies;
- Tenancy information services or databases;
- Real Estate websites;
- Real Estate peak bodies;
- Body Corporate and Community Management organisations and On-Site Managers;
- Local Councils;
- Referees you have nominated.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your accountant, your financial planner, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to avoid to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to us collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

If you give us personal information about another person, you represent that you are authorised to do so and agree that you have obtained consent from that person for us to use and disclose their personal information and that they may access any personal information we hold about you.

## **Access to, and correction of personal information**

You have the right to request access to your information and to request that we update or correct your personal information. A charge may apply to providing access to your information.

## **How we store your personal information**

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or exposure. We require all our Employees, Contractors and Agents (Representatives) to maintain the confidentiality of customer information.



Access to information stored electronically is restricted to our Representatives whose job requires access to the information.

Access to our computer systems is restricted through password protection. If we no longer need your personal information, we destroy or remove identify information.

## Cookies

When you access our website, we may send a “cookie” (which is a small summary file containing a unique ID number) to your computer. This enables us to recognise your computer. It also enables us to keep track of your activity on our website for a period of time. We also use cookies to measure traffic patterns, to determine which areas of our website have been visited and to measure transaction patters in the aggregate. We us this to research our users’ habits so that we can improve our online products and services. Our cookies do not collect personal information. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them.

We may log IP addresses (that is, the electronic addresses of computers connected to the internet) to analyse trends, administer the website and track users movements.

## Links

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy of any third party website and we are not responsible for the privacy policies or content of any third party website. Third party websites are responsible for informing you about their own privacy practices.

## Legal Disclosure

We reserve the right to disclose your personal identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served.

## Changes to the privacy policy

We may change this privacy policy from time to time to comply with new laws or codes of practice which may be developed. We may also change this policy to include any new products or services we may provide from time to time.

The contents of this statement are subject to change and are not intended to create a contract between us and the owner or tenant or who provides us with their personal information. If you have any questions or concerns regarding the privacy statement, please contact Mr Bruce Flint on 1300 354 687 or [bruce.flint@navigates.com.au](mailto:bruce.flint@navigates.com.au).

Any updated versions of this Privacy Policy will be posted on our website. The Privacy Policy was last updated 31 March 2017.

## Open For Inspection Collection Notice

Privacy Act 1988, Spam Act 2003, Do Not Call Register Act 2006 and the National Consumer Credit Protection Act 2009.

We store and use your personal information collected form you at the opens for inspections for security purposes on behalf of our clients.

We will also use your personal information to contact you by means of any officer, contractor, employee or agent in relation to this property as well as other properties, products and services which we believe may be of interest to you and for customer feedback on our services.

In providing your personal information you consent to us collecting, storing and using your personal information in the manner set out above and you consent to use disclosing your personal information to our related bodies corporate and each of their officers, contractors, employees and agents who may collect, store and use of your personal information in the manner set out above.

You are also consenting for us to give your personal information to our other businesses, namely Navigates General Insurance, Navigates Mortgage Broking and Navigates Body Corporate and Community Management.

You acknowledge and agree that this consent is effective consent for the purposes of the Do Not Call Register Act 2006, Spam Act 2003, Privacy Act 1998 and National Consumer Credit Protection Act 2009 and is deemed to be for an indefinite period (unless you advise us differently). If the information is not provided by you we may not be able to provide an effective service to you.

### **Contacting us and feedback**

You can make any requests relating to your personal information held by us or any complaints regarding treatment of your privacy by contacting, Mr Bruce Flint on 0409 184598 or [bruce.flint@navigates.com.au](mailto:bruce.flint@navigates.com.au).

Version – 31 March 2017



# 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.

### Make bond payments EASY with easyBondpay.

- ✓ NO SUPPORTING DOCUMENTS REQUIRED
- ✓ INSTANT APPROVAL

### 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.



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)**



thanks  
for your  
enquiry



## want to know what happens next?

### What happens after I make my enquiry?

Sit back and relax while we process your enquiry. We will send you an email or a text when the application is ready.

### Who will contact me and how long will it take?

The processing time is approximately 3 hours, so when it has been processed, an easyBondpay customer service officer will contact you. You will be sent a link asking you to accept the application and put in your bank details.

### What do I have to do to get my bond paid?

Just make sure you put in your bank details and submit the application.

### When will my first payment be deducted?

Immediately, so make sure you have enough in your account.

### Why cant easyBondpay finance my first week's rent?

Unfortunately we cannot do that as it is against State Regulations.

### Anything else I need to know?

There may be a delay if we have to confirm your tenancy with a Property Manager.

### When will my Property Manager be paid?

The earliest we can pay your Property Manager is the same day at 6pm AEST.

### Any other questions?

**simply call us on 1300 022 663  
(1300 02 BOND) we're here to  
make renting easy for you!**