



**AGENCY NAME:** Eleven Property  
**ADDRESS:** 208 Constance Street, Fortitude Valley, QLD, 4006  
**POSTAL ADDRESS:** 208 Constance Street, Fortitude Valley, QLD, 4006  
**PHONE:** 07-3624 0711  
**Email:** info@elevenproperty.com.au

## TENANCY APPLICATION

PROPERTY ADDRESS	
APPLICANTS NAME	

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 read prior to completing your Application

- One Application is to be completed per adult over 18 years of age that will reside at the property.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport, or 18+ CARD with the original required for verification if your application is approved.

100 POINTS – OPTIONS LIST					
Passport	70 points	Other Photo ID	30 points	Current vehicle registration	10 points
Full Birth Certificate	40 points	Recent Wage Advice	30 points	Bank/Credit Card Statement	10 points
Australian Drivers Licence	40 points	Previous Tenancy History-Ledger	30 points	Telephone/Electricity/Gas Acct.	10 points
18+ Card	30 points	Previous four rent receipts	20 points	Pension/Health Care Card	10 points

- *Our Agency staff 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 by EFT Transfer or bank Cheque made out to Eleven Property. Cash payments are not accepted for this initial payment and Eftpos/Credit Card facilities are not available – so please ensure that you provide these monies via Bank Cheque or Money Order only. Please be aware that this 2 weeks' payment will be receipted as rent and is non-refundable and the initial deposit determines the acceptance of the Tenancy Agreement and If you wish to cancel the Agreement after the Deposit it will be considered a Break Lease*

**Applicant Checklist – Before submitting this Application, I have ...**

- Attached photocopies of documents to meet 100 or more points of ID
- Proof of Income, payslips, letter of offer, employment agreement etc.
- Motor Vehicle Certificate for each vehicle to be parked at the property
- Copy of rates notice (if current property is owned by the applicant)
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement and Privacy Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property



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**PROPERTY ADDRESS FOR RENT**Address:  
\_\_\_\_\_

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**APPLICANT'S DETAILS**

Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname \_\_\_\_\_

**PERSONAL DETAILS**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Drivers Licence No.: \_\_\_\_\_ Expiry: \_\_\_\_\_ State: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Passport Country: \_\_\_\_\_

**APPLICANT'S DETAILS**

Mobile: \_\_\_\_\_ Business: \_\_\_\_\_ Email: \_\_\_\_\_

**AUSTRALIAN CITIZEN** Yes  No: Please attach copies of Passport and Visa to this application

Visa Expiry Date: \_\_\_\_\_ Country: \_\_\_\_\_

We require minimum of 2 years tenancy with tenant Ledgers to be provided by Tenant

**CURRENT ADDRESS** Rent  Owner Occupied  Share/ Student Accommodation

Current Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of occupancy: \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Real Estate + Agent/Landlord name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you expect the Bond to be refunded in full  Yes  No If No Why? \_\_\_\_\_**PREVIOUS ADDRESS** Rent  Owner Occupied  Share/ Student Accommodation

Current Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of occupancy: \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Real Estate + Agent/Landlord name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you expect the Bond to be refunded in full  Yes  No If No Why? \_\_\_\_\_

We require minimum of 2 years Employment with Payslips and Bank Statements to be provided by Tenant

#### EMPLOYMENT

Current Employer:

Current Address: Suburb: State: Post Code:

Full Time  Part time  Casual  Contract

Occupation: Length of Employment Years: Months:

Payroll / Manager's name:

Business Website:

Payroll / Manager's Email Address

Mobile Phone:

Total Net Income (after tax): \$ week / fortnight / monthly (circle frequency)

#### PREVIOUS EMPLOYMENT

Previous Employer:

Address: Suburb: State: Post Code:

Full Time  Part time  Casual  Contract

Occupation: Length of Employment Years: Months:

Payroll / Manager's name:

Business Website:

Payroll / Manager's Email Address

Mobile Phone:

Total Net Income (after tax): \$ week / fortnight / monthly (circle frequency)

IF SELF EMPLOYED (ACCOUNTANTS LETTER IS TO BE ATTACHED  
INCLUDING LAST YEAR'S TAX RETURN OR EXPECTED SALARY)

Company Name: Trading As:

Address: ABN:

Period Self Employed: Years: Months: Industry / Nature of Business:

Total Net Income: \$ Attach income statement by Accountant or ATO Return

Accountant Name: Contact No.: Fax:

#### IF A STUDENT, NOT CURRENTLY EMPLOYED OR ON A PENSION

Student ID #: Institution: Faculty: Course: Duration:

Pension # Pension Type:

Currently not employed, a Student or Pensioner. Please attach documents to this application to verify source of income.

Parent / Guardian Letter  Centrelink Document  Bank Statements  Austudy Document  Other:

#### DETAILS OF ALL VEHICLES TO BE KEPT AT PROPERTY

Registration No.: Model: Colour: Owned / Hire Purchase

Registration No.: Model: Colour: Owned / Hire Purchase



OCCUPANCY DETAILS OF ALL PERSONS TO RESIDE AT THE PROPERTY, INCLUDING CHILDREN

Name	Address	Age	Relationship with Applicant
1			
2			
3			

Please request Eleven Property a Pet Application Form or download it from [www.elevenproperty.com.au](http://www.elevenproperty.com.au)

PETS

No  Yes: Please complete the pet details below

ITEM

PET 1

PET 2

Type of pet/s

Name/s

Age

De-sexed

Council Reg. #

Description

Inside / Outside

Please note the following: The tenant shall be liable for any damage or injury caused by pets on the Property, and the Tenant accepts full responsibility and indemnifies the Lessor and the Lessors Agent for any claims by or injuries to third parties or their Property caused by, or because of actions by their pet/s or their guests pets, and regardless of their approval status – refer to page 3 of the Annexure for further details.

PERSONAL REFEREES

Name	Relationship	Business Hours Contact No.	
1.		Mob:	Work:
2.		Mob:	Work:
3.		Mob:	Work:

EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES WHO WILL NOT BE RESIDING WITH YOU

1. Name:	Relationship:	2. Name:	Relationship:
(m)		(m)	



## 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? (if no, list in notes below)  Yes  No

Notes; \_\_\_\_\_

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

Notes; \_\_\_\_\_

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia records as required. I declare I am not bankrupt or an undischarged bankrupt. I understand that if the nominated Applicant is advised this Applicant is approved, then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks' rents as a deposit, which is non-refundable, if I choose to terminate after acceptance 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 provides the following options only for rental payment.

Option 1: EFT Payment – Please make your choice on either making a payment yourself as needed or scheduled automatic direct debit – on the day of each week, fortnight or month you choose. Please see one of our staff members if assistance is needed.

Option 2: Bank Cheque – You may obtain a bank Cheque from your chosen financial institution and either brings this into our office or post to our postal address. Please ensure the bank cheque is made out to: Eleven Property Pty Ltd. Our office does not accept personal cheques as payment for rent.

Option 3: Money Order – You may obtain a Money order from your chosen Australia Post outlet and either brings it into our office or post it to our postal address. Please ensure the money Order is made out to Eleven Property Pty Ltd.

## MOVING IN COSTS

Item	Calculation	\$ Payable	Important Notes
Rent – first 2 weeks rent	2 x \$ = \$	\$	Must be paid within 24 hours of Application approval and is non-refundable if I choose to terminate after acceptance.
Bond – 4 times weekly rent NB: If rent is over \$700pw,	4 x \$ = \$	\$	Full Bond must be paid prior to taking possession of the Property.
<b>TOTAL PRE – MOVING IN COST \$</b>			<b>Total to be paid BEFORE signing up</b>

## 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 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 including Tenancy Databases. Information already held on Tenancy databases may also be disclosed to our Agency and/or the Lessor. If you enter 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 your tenancy may also be disclosed to the Lessor, third party operators including 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/agency of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.



## 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 previous Lessors or letting Agents, your Employer and Referees. We will also check details of tenancy defaults by you are held on a tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## DECLARATION

I hereby offer to rent the Property from the owner / agent under a lease to be prepared by the Agent. Should this Application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this Application is subject to the approval of the owner / Landlord / Managing Agent. I declare that all information contained in the Application is true and correct and given of my own free will. I declare that I have inspected the premises, I am not bankrupt and that the weekly rent is within my means.

I authorise the Agent to obtain personal information from:

- a) The owner or the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) Any record listing or database of defaults by tenants;
- d) Other sources supplied on the application

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- a) Communicate with the owner and select a tenant
- b) Prepare lease/tenancy documents
- c) Allow tradespeople or equivalent organisations contact me
- d) Lodge/claim/transfer to/from a Bond authority
- e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) Refer to collection agents/lawyers (where applicable)
- g) Complete a credit check with TICA (Tenancy Information Centre of Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, then the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Eleven Property. I authorise Eleven Property 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 Eleven Property subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) I authorise Eleven Property 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.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name: \_\_\_\_\_

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

