

Thank you for applying with Smart Rentals Townsville

Smart Rentals 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. Applications can be emailed to leasingteam@smartrentalstsv.com.au

Please note that this application will not be processed until it is filled out completely and copies of all supporting documents are provided.

- 🏠 One application must be filled in for each adult occupant seeking tenancy and must be accompanied by required supporting documentation.
- 🏠 If you are approved you will be required to pay bond (equivalent of 4 weeks rent) and the first and last week's rent – the equivalent of 6 weeks in total.
- 🏠 Only Direct Deposit of cleared funds, or bank cheque payable to Smart Rentals Townsville will be taken as initial payment. The property will remain available until cleared funds are received and General Tenancy Agreement is signed.
- 🏠 You will be required to sign-up within 48 hours of approval.

Applicants Checklist

Before I submit this application, I have:

- Attached copies of documents to meet 100 or more point of ID (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement and Privacy Consent
- If not an Australian Citizen, attached copy/details of your current visa
- Signed in all locations required on the application form

Supporting Documentation

When submitting an application you must include at least one item from each section and total 100 points or more.

Section One	
Drivers Licence / Proof of Age Card	40
Passport	40
Birth Certificate	30
Other Photo ID	15

Section Two	
Current Pay Slips (minimum of 2)	30
If new job - Letter of confirmation incl. salary	20
Statement of Centrelink Entitlements	20

Section Three	
Previous 4 rent receipts	20
Written Tenancy Reference	20
Council Rates	10
Motor vehicle registration	10
Bank statement (no internet print outs)	10
Telephone account	10
Utilities account	10
Pet registration papers	10

Total Points _____

Did you know you can apply online?



It's quick, easy & free! Go to www.smartrentalstsv.com.au

Search for the property you want to apply for Click the 'Apply Now' button on the rental listing

Simply follow the on-screen instructions to use 1Form to create your application.

Rental Payments

We accept payments by the following methods. Please note that we do not accept cash payments.

-  Pre Authorised Direct Debit (\$2.20 once off set up fee, \$1.65 per transaction, \$19.95 dishonour fee)
-  By phone or internet with all major credit cards (credit card surcharge fees apply)

TIP: Direct Debit payments are simple, easy and convenient way for tenants to 'set and forget' rental payments in advance. It can reduce the risk of overdue rental payments an added advantage is that owners prefer to receive rental by this method so look upon applicants with willingness to pay by direct debit more favorably.

Please tick this box if you commit to paying by Direct Debit.

Applicants Name: _____ Signature: _____ Date: _____

Tenancy Period

TIP: Many owners prefer longer term leases of 12 months or more so look upon applicants with willingness to take a longer lease more favorably. Please consider the maximum term of a lease you are comfortable with when applying. If you are comfortable with a longer term lease then you should indicate this in your application.

Please tick this box if you ARE comfortable taking a lease of 12 months or more.

Please DO NOT apply for a term that is longer than you are comfortable with.

Applicants Name: _____ Signature: _____ Date: _____

What Happens Next?

When will I know if my application is approved?

A fully completed application with all the required identification and supporting documentation will generally be processed in two business days. Please note that if someone else is applying with you as a joint tenant, we do not start processing until we have received a complete application package from all the other joint tenants. Delays may be encountered where we have difficulty in contacting your references, where there are multiple applications on the property, or in contacting the landlord for approval.

What happens after my application is approved?

We will contact you by phone and ask for payment of 2 weeks rent in bank cheque or money order as a holding deposit, please do this as soon as possible as we continue to promote and show the property until payment is made. The property manager will make a tenancy signup appointment and request that a bond equal to four weeks rent in bank cheque / money order is brought to the appointment. The holding deposit is then allocated to the first two weeks rent.

Property Details

Property Address:

Tenancy Requirements

Length of tenancy:

Rent:

Lease start date:

Names of other applicants:

Their relationship to you (*husband, wife, partner, friend*):

No. and ages of any children:

No. of pets (*including breed & age*)*:

**Fill out Pets Application*

Do you own a lawn mower? Yes / No

Are you a smoker? Yes / No

Do you own an investment property? Yes / No

Your Details

First Name:

Last Name:

Email:

Current Address:

Phone:

Mobile:

Date of Birth:

Drivers License No / State of Issue:

Passport / Country of Origin:

Number of Vehicles:

Vehicle Registration:

Any trailers, caravans or boats? Yes / No

Are you an Australian citizen? Yes / No [If no please provide a copy and details of your current visa]

Emergency Contact

Please provide an emergency contact not living with you (eg: next of kin)

Name Relationship to you:

Contact Phone:

Address:

Military Contact Details

Tenants Rank:

Tenants Unit:

Superior Name:

Contact Phone:

Current Rental Details

Property Address:

Current rent: \$ per week

How long have you lived there? (years and months):

Agent / Landlord:

Phone:

Fax:

Reason for leaving:

Was your bond refunded in full? Yes / No If No, please specify

Previous Rental Details

Property Address:

Agent / Landlord:

Rent (\$ per week):

How long did you live there? (years and months):

Was your bond repaid in full? Yes / No If No, please specify

No Rental History? (home owner)

Property Address:

Selling / Managing Agent:

Contact Details:

Current Employment

Current Employer:

Position:

Contact Name (Manager / Payroll):

Contact Work Phone:

Length of Employment:

Net Income after tax (per week / month):

Previous Employment

Required if less than 12 months at current employment

Previous Employer:

Position:

Contact Name (Manager / Payroll):

Contact Work Phone:

Length of Employment:

Net Income after tax (per week / month):

If Self Employed

Company Name:

Business Type:

Company Address:

ABN:

Accountants Name:

Accountants Phone:

If full time Student

Place of Study:

Course Name:

Course Length:

Commencement Date:

If you are an international student, please provide relevant visa details

Please provide scholarship details and benefits if applicable.

Centrelink Benefits

Type:

Amount (\$ per week / month):

Personal Referees: (please provide 3 references)

Name:

Occupation:

Relationship to you:

Phone:

Name:

Occupation:

Relationship to you:

Phone:

Name:

Occupation:

Relationship to you:

Phone:

Notes:

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.smartrentalstsv.com.au/privacy

Applicants Name: _____ Signature: _____ Date: _____