



# KL Realty Tenancy Application

- Use a separate form for each person wanting to apply
- Omitting information may affect the applications' outcome
- Mobile: **0421 090 588** Email: [krissi@klrealty.com.au](mailto:krissi@klrealty.com.au)

<b>PROPERTY:</b>		Applying with: other applicants name	
<b>1.APPLICANT DETAILS</b>		First Name	Last Name
Preferred:	<input type="checkbox"/> Male <input type="checkbox"/> Female	# Children to live in property	Ages
DOB / /	Car Make & Model	Car Rego #	<input type="checkbox"/> Attach your PHOTO ID
E-mail		Work Ph	Mobile
<b>2.OCCUPATION DETAILS</b>		Company Name	Contact Name
Suburb	Current Occupation	Income p/w \$	<input type="checkbox"/> Full Time
Length Employed yrs months	Employer Ph Number	Annual Income \$	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual
ADMIN / /18: <input type="checkbox"/> Completed			
<b>IF LESS THAN 12MONTHS – PREVIOUS</b>		Company	Contact
Total Income p/w \$	Ph Number	Length Employed yrs months	
<b>STUDYING</b>	<input type="checkbox"/> Full <input type="checkbox"/> Part Time	Place of Study & Course	Income p/w \$
ADMIN / /18: <input type="checkbox"/> Completed			
<b>3.CURRENT ACCOMODATION</b>		Address	
Lessor / Agent	Phone	Rent p/w \$	
Reason for leaving	Email Address	<i>must be completed</i>	
Do you expect to get the bond back in full: <input type="checkbox"/> Yes <input type="checkbox"/> No – Why			Months Occupied
ADMIN / /18: <input type="checkbox"/> Completed			
<b>4.PREVIOUS ACCOMODATION</b>		Address	
Lessor / Agent	Phone	Rent p/w \$	
Reason for leaving	Email Address	<i>must be completed</i>	
Do you get the bond back in full: <input type="checkbox"/> Yes <input type="checkbox"/> No – Why:			Months Occupied
ADMIN / /18: <input type="checkbox"/> Completed			
<b>5.PERSONAL REFERENCE (not relative, employer, landlord)</b>		<b>6.PETS</b>	Species
Name	Know for yrs	<input type="checkbox"/> Attach Photo	Age
Phone	Relationship	Colour	Name
ADMIN		<input type="checkbox"/> Indoor Pet	<input type="checkbox"/> Outside ONLY PET
			Rego#
<b>7. SUBMIT APPLICATION</b>		I have inspected the premises & wish to make an application to take a tenancy of this premises for:	
Term of months from / /18 for a rental of \$	per week	Signature	
Full Name	Date / /18 Time :	Total Number of Occupants:	
Anything Additional you need to advise Agent:			
Did you need assistance getting your Utilities connected (Direct Connect on Rear Page) Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you own an Investment Property Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>OFFICE USE ONLY - DO NOT COMPLETE</b>		TICA SEARCH <input type="checkbox"/> Tenant Clear <input type="checkbox"/> NO – Print Record <input type="checkbox"/> More than 3	
<input type="checkbox"/> ID <input type="checkbox"/> Bank Stmt <input type="checkbox"/> Pay slip   <input type="checkbox"/> Employment <input type="checkbox"/> Current Accom <input type="checkbox"/> Past Accom <input type="checkbox"/> Personal Ref <input type="checkbox"/> Pet <input type="checkbox"/> Visa Check			
APP TRACKER ID   <input type="checkbox"/> Processing <input type="checkbox"/> Rental Ref <input type="checkbox"/> With Owner <input type="checkbox"/> Awaiting Payment <input type="checkbox"/> Status-			
<input type="checkbox"/> TB4call   <input type="checkbox"/> LLcall	months \$	p/w Start /	PETS: <input type="checkbox"/> Approved - Sign Up / :

**8. DISCLAIMER / AUTHORITY**- make sure you tick ALL the items in this Right Hand Column ➤

Before I submit this Application, I have...

Read the Tenancy Agreement &amp; Special Terms including 17a provided during inspection.

**SUPPLIED ALL OF THE FOLLOWING IDENTIFICATION AND SUPPORTING DOCUMENTS:**☐ Front & Rear of Driver's License ☐ Passport ☐ 2x Payslips ☐ Current Bank Statement ☐ Bank/Medicare Card ☐ Bill with address

During my full internal and external inspection of this Property on \_\_\_\_ / \_\_\_\_ / 18, I found it to be in a satisfactory condition. If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval (attach separate sheet or email agent)

I declare that the application information provided is true and correct. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I understand that if this Application is approved by the Lessor:

- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval
- I will make the non refundable part bond payment equal to 2 weeks rent within 24 hours of the approval
- That immediately upon communication that this application has been accepted, this tenancy is binding to both lessor and tenant

**NOTE: We cannot commence processing your application until ALL boxes in this section have been ticked & ID supplied**

We are an independently owned & operated business. We 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 current, previous Lessors or Letting Agents, your current employer & your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (www.tica.com.au) & National Tenancy Database (www.ntd.net.au). You can find out more information on their websites. Your consent to us collecting this information is set out below, in the Privacy Consent section.

**9. COLLECTION NOTICE**

The personal information you provide in this application or that our Agency collects from other sources is necessary for KL Realty to verify your identity, to process and evaluate the application and to manage the tenancy. If the application successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor's, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to KL Realty and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, their party operators of 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 not be stored. If you decide not to collect your application KL Realty 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 residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected due to insufficient information to assess the application.

**10. CONSENT TO RECEIVE ELECTRONIC COMMUNICATION**

The Electronic Transactions Act (Queensland) 2001 (Sections 11 and 12) requires a person to provide consent if they agree to receive information via electronic communication. The preferred email address for the person providing consent is as per the email address stated in Section 1 of this document. The Applicant acknowledges they provide consent to KL Realty for the use of electronic communication as a method of communication with the applicant.

**11. PRIVACY CONSENT**

I, the applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of KL Realty. I authorise KL Realty to collect information about me from:

- My previous Letting Agents and/or Lessors
- My personal referees, employers & all other references on this application
- Any Tenancy Default Database (including TICA and NTD) which may contain personal information about me. I also authorise KL Realty to disclose details about any defaults by me under the tenancy to which this application relates, to any default database to which it subscribes including TICA and NTD. I authorise KL Realty 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 operators, insurance companies, financial services (to assist with home loan applications if required in the future) and to authorities as required by law. I agree to be contacted by electronic and/or SMS methods.

**12. EMERGENCY CONTACT PERSON NOT LIVING IN THE HOUSE**

Name Relationship

Mobile #

Email

Full Name

Date / / 17 Time :

Signature

**Direct Connect****For Full Terms and Conditions please visit :****<http://www.directconnect.com.au/terms-and-conditions>**

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss.

**THIS IS A THIRD PARTY organisation that offers a free service**  
Please organise for me to be contacted about connection FOR:

☐ Electricity ☐ Gas ☐ Internet ☐ Phone ☐ Insurance☐ Thanks but NO THANKS I DO NOT NEED THIS SERVICE