

APPLICATION FOR TENANCY



EMAIL COMPLETED FORM TO: rentals@okg.com.au
or call the office on 3491 2000 if you have any questions

Property Address:			
Weekly Rent \$		Bond \$	
Requested Start Date:		Preferred Lease Term:	
Adults:	Children:	Vehicles:	Pets:

Applicant Name:		
Date of Birth:	Sex:	Smoker:
Drivers Licence #	Passport #	
Mobile Ph:	Home/Work Ph:	
Email:		

Current Address:		
Owned / Renting / Boarding / Other:		
Landlord/Agents Details (if applicable):		
Agent Phone:		Agent Email:
Weekly Rent:	Length of Stay:	End Date:
Reason for Leaving:		

Previous Address:		
Owned / Renting / Boarding / Other:		
Landlord/Agents Details (if applicable):		
Agent Phone:		Agent Email:
Weekly Rent:	Length of Stay:	
Reason for Leaving:		

Current Employer:	
Occupation:	
Manager / Supervisor's Name:	
Phone:	Email:
Full Time / Part Time / Casual / Other:	
Weekly Income \$	Duration:

Previous Employer:	
Occupation:	
Manager / Supervisor's Name:	
Phone:	Email:
Full Time / Part Time / Casual / Other:	
Weekly Income \$	Duration:

Reference 1:	Relationship:
Email:	Phone:
Reference 2:	Relationship:
Email:	Phone:
Reference 3:	Relationship:
Email:	Phone:

Names and Ages of ALL occupants to live at the property: (including short term and children who stay on a regular basis)			
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

Please list ALL Pets:			
Type/Breed:	Age	Sex	#
Type/Breed:	Age	Sex	#

Emergency Contact		Relationship:	
Name:	Phone:	Email:	

Date you inspected the property:
Are you happy with the current condition of the property? Yes / No
Will the Premises be used for business purposes? Yes / No
Have you ever been evicted from a premises? Yes / No
Are you currently in debt to any Landlord/Agent? Yes / No
Any other comments or relevant information:

RENT PAYMENT METHODS

Our preferred method of payment is by EFT direct into our Trust Account. This is done by you through internet banking/branch deposit. You will be supplied your own ID number to use when you pay to ensure the amount is credited directly to your account/rental property.

Our office also offer's Rental Rewards as another payment option if you would prefer to take the hassle out of you making the payments yourself or paying by credit card.

Rental Rewards offers payments via  and 
 There is a convenience fee per transaction for the use of this system, charged by a third-party payment processor – Rental Rewards:
 Mastercard- 1.25%, VISA- 1.45%, Corporate & Premium Mastercard- 1.50%, Corporate & Premium VISA- 1.70%, AMEX & Diners- 2.53%,
 International Cards- 3%

If you would like the option of Rental Rewards, Please sign below and we will send you the Application Form should your application be approved.

Tenant Signature: _____

Every tenant over 18 years of age and all unaccompanied minors are to provide 100 points of identification, at least one must be Photo ID, one must show your current address and one your proof of ability to pay the rent. – please use this checklist:			
Drivers Licence	30 points <input type="checkbox"/>	Utility Accounts/Bills	15 points <input type="checkbox"/>
Passport	30 points <input type="checkbox"/>	Last 2 rent receipts	20 points <input type="checkbox"/>
Other Photo ID	30 points <input type="checkbox"/>	Tenant Ledger	20 points <input type="checkbox"/>
Birth Certificate	10 points <input type="checkbox"/>	Current Vehicle Rego	15 Points <input type="checkbox"/>
Pension/Health Care/Centrelink cards or statements	15 Points <input type="checkbox"/>	Bank and/or Credit Card/ ATO Statements	15 Points <input type="checkbox"/>
Other:		Total Points:	

OKG PROPERTY MANAGEMENT

Terms of Application



The tenants are aware that applications will not be processed until this form has been completed in full and that all documents requested have been received and are clear and legible copies.

- 1) Applicant warrants:
 - (a) the details are true and correct
 - (b) they are not bankrupt or insolvent
- 2) Applicant agrees they have inspected the property and accept its current condition.
- 3) The landlord or agent are not required to give an explanation to the applicant for any application not approved.
- 4) Privacy Statement
 - (a) The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.
 - (b) The Privacy Policy outlines how the agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you, or on your behalf.
 - (c) You as the Applicant agree, to further assess your Application, the agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
 - (i) The Landlord as Owner of the Premises to which this Application applies; and/or
 - (ii) Residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; and/or
 - (iii) Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the premises; and/or
 - (iv) Previous managing agents and nominated Referees to confirm information provided by you; and/or
 - (v) The Landlords insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; and /or
 - (vi) The utility connection provider, where you have opted for such a service for the purpose of enabling the connection and/or disconnection of your utility services; and/or
 - (vii) Body Corporates
 - (d) The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
 - (e) The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

5) Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

Applicant's Personal Information Consent	
I,..... the Applicant, give my consent for OKG Property Management to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the <i>Privacy Act 1988 (CTH)</i>) with relevant tenancy databases including TICA and databases of my previous Letting Agents.	
Applicants Name:	
Applicants Signature:	Date:

If the applicant/s personal information and consent as above, is not provided, the Agency will not proceed with processing the application and the applicant/s will not be approved.

OKG Property Management is a member of TICA and the TICA database will be searched. TICA is a nationwide tenancy database that records tenancy matters subject to any State legislation that may exist. We advise you that a listing on the TICA database will result in your application being declined.

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on their Helpline 1902 220 346 (calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones))