

Paddington Office – rentals@spaceproperty.com.au
 South Brisbane Office – sb.Reception@spaceproperty.com.au

ITEM 1: PROPERTY ADDRESS APPLYING FOR: _____

| | | | | | |
|---------------------|----|-------------------------|-----------------|-------------|--|
| Weekly Rent Amount: | \$ | Bond: (4 weeks rent) | \$ | Lease Term: | |
| Lease Start Date: | | | Lease End Date: | | |

ITEM 2: CONTACT DETAILS:

| | | | | | |
|---------------------|--|------------------|--|--|--|
| Full Name: | | | | | |
| Contact No: | | Date of Birth: | | | |
| Drivers Licence No: | | Passport No: | | | |
| Email: | | | | | |
| No of Vehicles: | | Registration No: | | | |

ITEM 3: DEPENDANTS: Do you have any children? YES / NO

| Dependants Full Name | Dependants Date of Birth |
|----------------------|--------------------------|
| | |
| | |
| | |

ITEM 4: SMOKING: Are you or any of the dependants living with you a smoker? YES / NO

ITEM 5: PETS: Do you intend to keep pets at the property? YES / NO

| No. of Pets | Breed | Age of Pet | Inside or Outside | Is the pet registered with BCC | Is the Pet Desexed |
|-------------|-------|------------|-------------------|--------------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

ITEM 6: CURRENT RENTAL DETAILS

| | | | |
|------------------------------|--------------------------|------------------------|-------------------|
| Current Address: | | | |
| Period of Occupancy: | _____ years _____ months | Lease End Date: | |
| Are you named on the Lease: | YES / NO | Current Rental Amount: | \$ _____ per week |
| Current Agent/Landlord Name: | | | |
| Agent/Landlord Phone No: | | | |
| Agent/Landlord Email: | | | |
| Reason for Leaving: | | | |

PREVIOUS – RENTAL DETAILS (If above tenancy is less than 2 years)

| | | | |
|-----------------------------|--------------------------|------------------------|-------------------|
| Previous Address: | | | |
| Period of Occupancy: | _____ years _____ months | Approx Lease End Date: | |
| Are you named on the Lease: | YES / NO | Current Rental Amount: | \$ _____ per week |
| Previous - Agent/Landlord: | | | |
| Agent/Landlord Phone No: | | | |
| Agent/Landlord Email: | | | |
| Reason for Leaving: | | | |

ITEM 7: EMPLOYMENT DETAILS

| | | | |
|-------------------------|-------------|--------------------|--------------------------------|
| Are you employed? | YES / NO | Employment Status: | Full Time / Part Time / Casual |
| Company Name: | | | |
| Contact Name: | | | |
| Contact No: | | Your Position: | |
| Nett Income (after tax) | \$ per week | Date Commenced: | |

ITEM 7: EMPLOYMENT DETAILS - If you are SELF EMPLOYED

| | |
|-------------------------------|--|
| Name of your business: | |
| Description of your business: | |
| Year your business started: | |

PLEASE INCLUDE A BANK STATEMENT OR MOST RECENT TAX RETURN/FINANCIAL YEAR STATEMENT AS PROOF OF INCOME

ITEM 8: CENTERLINK PAYMENT:

| | |
|--|--|
| Are you receiving regular Centrelink payments? | |
| Description of payment/s: | |
| Total weekly amount of payment: | |

ITEM 9: STUDENT DETAILS

| | |
|-----------------------------------|--|
| Are you studying? | |
| Name of Course: | |
| Name of Institution: | |
| Are you an International Student: | |
| Visa Expiry Date: | |

ITEM 10: PERSONAL REFERENCES

Please **DO NOT** list relatives, another applicant or partners and provide business hours contact numbers

| | |
|-------------------------|--|
| Character Referee Name: | |
| Relationship to you: | |
| Contact No: | |

ITEM 11: EMERGENCY CONTACT

| | |
|----------------------|--|
| Contact Name: | |
| Relationship to you: | |
| Contact No: | |
| Email: | |
| Address: | |

ITEM 12: CONFIRMATION OF APPLICANTS

Name of all applicants who will be residing at this property:

| FULL NAME | RELATIONSHIP TO YOU |
|-----------|---------------------|
| | |
| | |
| | |
| | |

ITEM 13 SUPPORTING DOCUMENTATION

Identification - You are required to meet identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application. **You must supply one item from category 1- 3 and one from either category 4a, 4b or 4c:**

| Category 1 | Category 2 | Category 3 | Category 4a Employed | Category 4b Self Employed | Category 4c Not Employed |
|------------------------|-------------------|----------------|-------------------------|------------------------------|-----------------------------|
| Passport | Driver's License | Medicard Card | Last pay slip | Bank statement | Bank statement |
| Full Birth Certificate | Student Photo ID | Utility Bill | | Accountants Letter | Centrelink Statement |
| | Proof of Age Card | Telephone Bill | | Tax Return | |
| | | Bank Statement | | | |
| | | Tenancy Ledger | | | |
| | | Rates Notice | | | |

Declaration - Please declare the following by answering TRUE or FALSE

I, the applicant,

- Have never been evicted by an agent/lessor TRUE / FALSE
- Have no known reasons that would affect my ability to pay rent TRUE / FALSE
- 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

- Have no outstanding debt to another agency/lessor TRUE / FALSE
- If false, why?

Acknowledgement and Consent to the following by selecting either YES or NO

I, the applicant,

| | YES | NO |
|---|--------------------------|--------------------------|
| Acknowledge that I have been made aware of SPACE Property Privacy Policy. Available from the SPACE Property office or at www.spaceproperty.com.au With relevance to the use of points 2 – below. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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, salespeople and tenancy default databases. | <input type="checkbox"/> | <input type="checkbox"/> |
| Consent and understand that SPACE Property has collected this information for the purposes of ascertaining whether I am a suitable tenant for the property applied for. This will include verifying my identity, my ability to care for the property, my character and my creditworthiness. | <input type="checkbox"/> | <input type="checkbox"/> |
| Authorise SPACE Property to contact the persons named in this application, and to undertake such enquiries and searches as you consider reasonably necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| Acknowledge that I may view Information Statement (form 17a) via the RTA website. | <input type="checkbox"/> | <input type="checkbox"/> |
| Acknowledge that the offer has been made available to view the General Tenancy Agreement (form 18a), the standard terms and any special conditions before completing this application | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| 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). | <input type="checkbox"/> | <input type="checkbox"/> |
| Declare that the above information is true and correct and that I have supplied it of my own free will | <input type="checkbox"/> | <input type="checkbox"/> |

Name of Applicant: _____ Date: _____

Signature: _____

I/We, _____ of _____

have read and understood the attached information. I authorise employees of SPACE Property, and independent contractors of SPACE Property including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on this document to assist with my involvement with SPACE Property. 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 SPACE Property, SPACE Property may be unable to provide the products or services I have requested.

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18 years of age): _____

Privacy

Nick Penklis Pty Ltd (ACN 083 884 253) trading as SPACE Property is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out SPACE Property condensed Privacy Notice. SPACE Property also has a full Privacy Policy, which contains information about how you can complain about any breach by SPACE Property of the APPs or an applicable APP Code.

A full copy of our Privacy Policy can be accessed at www.spaceproperty.com.au

Information Collection, Use and Disclosure

During the course of your involvement with SPACE Property, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell 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 a 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 on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

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

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

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;
- 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;
- Tradespeople 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;
- 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;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

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 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 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 SPACE Property collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information
You have the right to request access to your information and to request that SPACE Property update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail or email telephone as follows:

Head Office:



90 Latrobe Terrace Paddington QLD 4064



admin@spaceproperty.com.au