



Welcome to
Masters Realty Sunnybank

Please find attached a copy of our available rental properties, and read the information below.

INSPECTION ARRANGEMENT

Should you wish to inspect a property, please contact the Office on 3345 8822 to make an appointment. We DO NOT hand out keys and a representative from MASTERS REALTY SUNNYBANK will meet with you at the property to allow access. If you wish to inspect a property where we need to make an appointment, please be patient, as we will need to liaise with the current tenants as to when they will be available.

LOGGING AN APPLICATION

Application forms are available from our office.

PLEASE NOTE: It is a requirement of the Residential Tenancies and Rooming Accommodation Act 2008 that you be given the Form 18a (general tenancy agreement) including all standard terms and any special terms prior to entering into the general tenancy agreement. Please ensure you acknowledge receipt of this agreement PRIOR to submitting a tenancy application for any property you made decided to apply for through this Office. This acknowledgement form will be attached with the Application Form.

Please note it may take **two to three working days to process your application**. Please ensure you have provided all the information required on the application form as delays will occur if all information is not provided.

Please ensure you have the correct documents with you to support your application. This includes, but not limited to:

- Photo identification*
 - Phone or electricity bills*
 - Car registration*
 - Rent receipts*
 - Rental references*
 - Pay slips or Bank Statements*
- and any other supporting documents you wish.

We do not require a deposit with your application, but should your application be approved, you will be required to pay the equivalent of **at least 1 week's rent** as a deposit **within 24 hours of your application being approved**.

AVAILABILITY DATES

Please note that the availability dates of properties on our rental list are subject to change without prior notice.

BOND AND RENT REQUIRED

Should your application be approved, we will require you to pay 4 weeks for bond and 2 weeks rent prior to collecting the keys. One week's rent deposit to be paid on approval which will be taken as your first week's rent at the property.



www.mastersrealty.com.au

Masters Realty Sunnybank
Shop 37, Market Square Shopping Centre
Cnr McCullough St & Mains Rd
SUNNYBANK QLD 4109
Tel: 07 - 3345 8822
Fax: 07 - 3345 4265
Masters Realty Calamvale
Shop 7, Gowan Plaza
210 Cnr Kameruka St & Gowan Rd
CALAMVALE QLD 4116
Tel : 07 3711 7311
Fax: 07 3711 7388

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____

FIRST APPLICANT:

Full Name: _____

Date of Birth: _____ Drivers Licence Number: _____

Phones: Home: _____ Work: _____ Mob: _____

Email address: _____

Present Address: _____ Phone _____

Name of Agent / Lessor: _____ Phone _____

Period of occupancy: _____ Reason for leaving: _____

Rent paid: _____ (per week)

Previous Address: _____

Occupation: _____ Weekly Income : _____

Employer: _____ Period with current employer: _____

Employers' Address" _____ Phone: _____

If self employed, please provide the following:

Name of Business: _____ ACN : _____ Industry: _____

Address: _____ Self Employed period: _____

Accountant name: _____ Phone: _____

Personal Referees (Do not Include Relatives)

Name & Address: _____ Phone: _____

Name & Address: _____ Phone: _____

Name of Relatives or other persons to contact in case of emergency

1) Name: _____ Relationship: _____

Address : _____ Phone: _____

2) Name: _____ Relationship: _____

Address : _____ Phone: _____

SECOND APPLICANT:

Full Name: _____

Date of Birth: _____ Drivers Licence Number: _____

Phones: Home: _____ Work: _____ Mob: _____

Email address: _____

Present Address: _____ Phone _____

Name of Agent / Lessor: _____ Phone _____

Period of occupancy: _____ Reason for leaving: _____

Rent paid: _____ (week)

Previous Address: _____

Occupation: _____ Weekly Income : _____

Employer: _____ Period with current employer: _____

Employers' Address" _____ Phone: _____

If self employed, please provide the following:

Name of Business: _____ ACN : _____ Industry: _____

Address: _____ Self Employed period: _____

Accountant name: _____ Phone: _____

Personal Referees (Do not Include Relatives)

Name & Address: _____ Phone: _____

Name & Address: _____ Phone: _____

Name of Relatives or other persons to contact in case of emergency

1) Name: _____ Relationship: _____

Address : _____ Phone: _____

2) Name: _____ Relationship: _____

Address : _____ Phone: _____

Total Number of vehicles to be kept at premises;

Car Registration No: _____ Model: _____

Owned or Hire Purchase / Company: _____

Car Registration No: _____ Model: _____

Owned or Hire Purchase / Company: _____

Full Names and ages of all **OTHER** persons who will reside the property

	<u>First Applicant</u>	<u>Second Applicant</u>
Have you been evicted by any Lessor or Agent?	Yes / No	Yes / No
Have you ever been refused another property by any Lessor or Agent?	Yes / No	Yes / No
Have no outstanding debt to another Lessor/Agent?	Yes / No	Yes / No
Is there any reason known to you that would affect your rent payment?	Yes / No	Yes / No
Was your rental bond at your last address refunded in full?	Yes / No	Yes / No
If NO – What deductions were made?		
Rent Arrears:	_____	_____
Repairs	_____	_____
Cleaning	_____	_____

PETS: List any Pets owned – State breed _____

Are the pets registered with Council? Yes/ No Which council? _____

1/ We agree to provide **PHOTOCOPIES** of the following information to assist in the processing of this application and agree that the agent keep them as part of this application:

- a) **Photo Identification – Passport or Drivers Licence**
- b) **Minimum of two (2) references from previous Lessor / Agent**
- c) **Last three (3) rent receipts or copy or copy of tenant's ledger**
- d) **Copy of previous accounts e.g. Phone, Utility**
- e) **Current of Motor Vehicle Registration papers**
- f) **Last three (3) pay slips or bank statement (if overseas students)**

ACKNOWLEDGEMENT BY APPLICANT/S:

- 1) I/We acknowledge that I/we have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application;
- 2) I/We 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;
- 3) Please note that it may take two to three working days to process the application. Sometimes it is unavoidable that we run into obstacles that will lengthen processing.
- 4) I/We the applicant/s declare that the above information is true and correct and that I/we have supplied it of my/our own free will.
- 5) I/We understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I/we are suitable tenant/s for the property – in particular to check my/our identification, my/our ability to care for the property, my/our character and my/our creditworthiness.
 - (a) for such purposes, I/we authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.
 - (b) in doing so, I/we understand that information provided by me/us may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties;
- 6) I/We acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we into on approval by the Lessor / Agent.
- 7) I/We acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
- 8) I/we acknowledge that I/we have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.
- 9) I/we consent and understand that should my/our 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 not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases.

- 10) I/we acknowledge that I/we have been made aware of the agency's Privacy Policy.
- 11) I/we acknowledge that my/our personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my/our responsibility to insure my/our personal belongings.
- 12) I/We the Applicant/s declare that I/we are not bankrupt and that rental is within my/our means.
- 13) I/We have inspected the premises and wish to take a tenancy for a period of _____ from _____ at a rental of \$_____ per week. I/We also undertake to pay a Rental Bond of \$_____ (equivalent 4 weeks rent) when I/we sign the Tenancy Agreement.

First Applicant Signature: _____
 Contact No: _____
 In presence of (signature) _____
 Date: _____

Second Applicant Signature: _____
 Contact No: _____
 In presence of (signature) _____
 Date: _____

OFFICE USE ONLY:

PERSONAL REFERENCES CHECKED Yes / No Date: _____
 PREVIOUS AGENT / LESSOR CHECKED Yes / No Date: _____
 TENANCY DATABASE CHECKED Yes / No Date: _____
 EMPLOYMENT CHECKED Yes / No Date: _____
 LESSOR NOTIFIED Yes / No Date: _____

APPLICANT/S NOTIFIED – NAME: _____

DATE: _____ TIME: _____



**FOR YOUR INFORMATION AND CONSENT
TO THE APPLICANT FOR A PROPERTY MANAGED OR PROMOTED BY MASTERS REALTY PTY LTD**

TENANCY PRIVACY STATEMENT

As a professional property manager Masters Realty Pty Ltd collects personal information about you when you make application for a lease/tenancy of a premise. You can ask for access to the personal information that we have about you or view our "Office Privacy Policy" by contacting us via:

Telephone: 07 3345 8822
Facsimile: 07 3345 4265
Email: sunnybank@mastersrealty.com.au
In person: Shop 37, Cnr McCullough St & Mains Road, Sunnybank

If you feel any of the personal information our office holds on you is inaccurate, incomplete or out-of-date you have the option to correct the details.

Primary Purpose

As a professional property manager, we collect your personal information to assess the risk in providing you with a lease/tenancy of a premise you have made application for. If the risk is considered acceptable by the Lessor you will be provided with a lease/tenancy of the premise.

To carry out this process and during the term of your tenancy, your personal information which you have provided or referral information that you have given us permission to check may be disclosed to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee/insurers
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premise
- Rental Bond Authority
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd, Tenancy Information Centre Australia, Barclay MIS and other tenant databases
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy document for the premise
- Allow organisation/tradespeople to contact you in relation to maintenance matters relating to the premise
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Mercantile Agents/Lawyers (where default/enforcement action is required)
- Refer to Landlord's Insurers
- Report your conduct as a tenant on Tenant Databases (when appropriate)

If your personal information as requested is not provided to us and you do not give your consent to the uses as listed above to which we provide your personal information, we cannot properly assess the risk of you fulfilling your obligations & responsibilities as a tenant to our client, or carry out our duties as professional property managers, as a consequence, we may have difficulty providing you with a lease/tenancy of a premise.

Signed by the Applicant:
(signature)

Printed Name:
(printed name)

Witness:

Dated at this day of, 20