



## **LOUISE GRIFFIN PROPERTY MANAGEMENT TENANCY APPLICATION FORM**



### **PROCEDURE AND POLICY**

Your application should be processed within 24-48 hours.

#### **PROPERTY INSPECTION**

Please ensure that all applicants have inspected the property prior to completion of an application.

#### **APPLICATION**

An application must be completed in full, signed by all applicants, and be accompanied by supportive documentation. Please refer to page 4 for ID requirements.

#### **BOND**

On acceptance of your application you will be required to pay the RENTAL BOND within 24 hours to secure the property. This office does not accept Bond Transfers.

#### **DOCUMENTS**

All parties to the tenancy will be required to sign the tenancy documents within 48 hours of acceptance of application.

#### **POSSESSION**

Keys to the property will be made available on the commencement date of the Tenancy once the following have all been completed:-  
• Payment of Rental Bond in full, Payment of first two week's rent, Tenancy Agreement signed by all approved applicants.

#### **RENT PAYMENT**

Once your tenancy has commenced, our preferred method of payment is via the Re Connect oneCard.

Postal Address: PO Box 1323, Coorparoo QLD 4151  
Shop 4, 72 Old Cleveland Road, Stones Corner QLD 4120  
Email: [reception@louisegriffin.com.au](mailto:reception@louisegriffin.com.au) Website: [www.louisegriffin.com.au](http://www.louisegriffin.com.au)  
Phone: 07 3397 5877 Fax: 07 3847 1257

## **Louise Griffin Property Management** **Privacy Notice and Consent**



Bernrose Pty Ltd, ACN: 052280190 trading as Louise Griffin Property Management is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Louise Griffin Property Management's condensed Privacy Notice. Louise Griffin Property Management also has a full Privacy Policy, which contains information about how you can complain about any breach by Louise Griffin Property Management of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at [louisegriffin.com.au/our-privacy-policy](http://louisegriffin.com.au/our-privacy-policy)

### **Information Collection, Use and Disclosure:**

**During the course of your involvement with Louise Griffin Property Management, 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 obtain a loan;
- Assisting you to lease a property (either as lessor or lessee);
- 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 Residential Tenancies Authority;
- 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 and date of birth;
- Your home, work and mobile telephone numbers;
- 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;
- Your residential and postal addresses;
- Details of properties owned by you;
- Your email address;

**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;
- 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 accountant, 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.

### **Access to, and correction of personal information:**

You have the right to request access to your information and to request that Louise Griffin Property Management update or correct your personal information. A charge may apply for providing access to your information. Refer to our full Privacy Policy.

Consent:

I,  of   
(Full name) Current Address

acknowledge that I have read and understood the above Privacy Notice and authorise Louise Griffin Property Management to obtain and release personal information as described. If I decline to provide information as requested by Louise Griffin Property Management, Louise Griffin Property Management may be unable to provide the products or services I have requested.

Signature:

Date:

## Property Details

Address of Property:

Lease Commencement date:  /  /  Lease Term:  Rent per week:

Number & Type of Pets:  Registered:  Yes/No

Name & age of all other occupants for the property:

1.Name  Age  3.Name  Age

2.Name  Age  4.Name  Age

## Personal Details

Given names:  Surname:

Date of Birth:  /  /  Mobile:

Email address:

Drivers Licence No:  Passport No. & Country:

Car Registration:  Total Number of Vehicles to be kept at property:

## Current Tenancy Details

Current Address:

Period of Occupancy:  Rent paid per week:

Reason for leaving:  Name of Agent /Landlord:

Suburb of Agent:  Phone:  Fax:

## Previous Address Details

Previous Address:

Period of Occupancy:  Rent paid per week:

Reason for leaving:  Name of Agent /Landlord:

Suburb of Agent:  Phone:  Fax:

Was the Bond refunded in full:

## Employment Details

Occupation:  Current Employer:

Employer Address:  Length of Employment:

Business Phone No:  Contact Name: (Payroll/Manager)

Employment Status (circle):  Casual / Part-Time / Full Time / Contract Weekly Nett Income:

If employed less than 6 months:

Previous employer:  Business Phone No:

## Self Employment

Company Name:  Business Type:

ABN:  Annual Income:  Period of Self Employment:

Accountants Name:  Phone Number:

## Student Details

Place of Study & Course Name:

Student ID No.

Source of Income:

Weekly Income: \$

## Other Income

Source:

Weekly Income: \$

## Referees (NOT relatives)

1. Business Referee:

Contact number:

Relationship:

Period of Association:

2. Personal Referee

Contact number:

Relationship:

Period of Association:

3. Personal Referee:

Contact number:

Relationship:

Period of Association:

## Emergency Contact (NOT residing at property)

Name of Contact:

Relationship:

Address:

Contact number:

Email:

## Disclaimer

I the said applicant, do solemnly and sincerely declare that the information contained in this application form is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare that:

I have inspected the property located at:

I have been informed, understand and agree that should this application not be accepted, the agent is not required to disclose why or supply any reason for the rejection of this application. I understand that we will be provided with the Form 18A (Tenancy Agreement) applicable to this property prior to accepting an offer of tenancy.

I understand that once a tenancy has commenced the preferred method of rent payment shall be ReConnect One Card. Details of costs associated with ReConnect One Card will be provided prior to accepting an offer of tenancy and can be viewed at [www.reconnect.com.au](http://www.reconnect.com.au) under the C.O.U (Conditions of Use) tab.

Signature:

Date:

## ID Requirements

### Photo Identification (Supply 1 of the following)

- ☐ Current Drivers Licence
- ☐ Passport
- ☐ 18+ Card

### Proof of Income (Supply 1 of the following)

- ☐ Recent Payslips
- ☐ Bank Statement showing Wages
- ☐ Letter of Employment
- ☐ Notice of Tax Assessment
- ☐ Centrelink or Govt Support

### Proof of current address (Supply 1 of the following)

- ☐ Phone Bill
- ☐ Electricity Bill
- ☐ Gas Bill
- ☐ Internet
- ☐ Foxtel
- ☐ Local Council Rates Notice

### Additional Documents (Supply 2 of the following)






- ☐ Previous Tenancy Agreement
- ☐ Medicare Card
- ☐ Motor Vehicle Registration
- ☐ Health Care Card
- ☐ Copy of EFTPOS Card
- ☐ Government Letter

## Utility connections - A FREE of charge service to help connect you

www.realestate.com.au/connect

## Step 1

Choose service ☒

-  **Electricity** ☐
-  **Gas** ☐
-  **Phone** ☐
-  **Internet** ☐
-  **Pay TV** ☐

## Step 2

Choose provider ☒

- Origin** ☐ **AGL** ☐
- Telstra**
- Telstra**
- Foxtel**

## Step 3

Requested connection date

- 
- 
- 
- 
- 

**NO FIXED TERMS**

on electricity &amp; gas plans so you are not locked in.\*

\* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

## How Connection services from realestate.com.au works

1. Select the utilities and enter requested connection dates
2. Sign your consent on the next page
3. Your Agent will submit your request to us
4. We will lodge your connection requests with the utility companies
5. For phone and internet requests, we will call you to walk through the options
6. We will send confirmation to you and your Agent

## Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence if your rental application is successful. Your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information in this tenant application form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address. While our connection service can help you get connected or disconnected by your requested dates, we cannot guarantee connection, disconnection or that either will be by your requested date. You agree that, to the maximum extent permitted by law, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

## Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Retailer  
contact details**Origin Energy Ltd.**

Level 7, 321 Exhibition St Melbourne VIC 3000

Ph: 132 463 Fax: 1800 132 463

Email: enquiry@originenergy.com.au

This market retail contract is: **Origin Supply**

Electricity and/or Dual Fuel Plan.

If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.

**AGL Energy Limited**

L22, 120 Spencer Street Melbourne VIC 3000

Phone: 131 245 Fax: 03) 8633 6002

Email: enquiries@agl.com.au

This market retail contract is: **AGL Freedom**

Electricity and/or Dual Fuel Plan.

If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.

<b>Tariffs and charges</b>	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
<b>Contract term</b>	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
<b>Billing and payment arrangements</b>	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
<b>Concessions or rebates</b>	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
<b>Service levels</b>	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
<b>Cooling off period</b>	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
<b>Electronic transactions</b>	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
<b>Complaints</b>	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

### eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided in your rental application form.



☐

**No, please post these items to me in hard copy to my new address**  
(please tick)

### Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant Signed	Co-Tenant (if any) Signed	Date
		DD/MM/YYYY

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

### Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) and these terms and conditions.





### **Notice of tenancy database listing**

(To be given to prospective tenants by the property manager / owner to comply with SS 458A, 458B, 459C of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when trying to secure private rental housing.

What this means for you:

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

- Tica – [www.tica.com.au](http://www.tica.com.au) – 1900 222 0364 \$5.45 per minute including GST

### **What if I am listed?**

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

### **Where can I get further information from?**

If you would like more information about the tenancy database laws you can visit the Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.

Postal Address: PO Box 1323, Coorparoo QLD 4151  
Shop 4, 72 Old Cleveland Road, Stones Corner QLD 4120  
Email: [reception@louisegriffin.com.au](mailto:reception@louisegriffin.com.au) Website: [www.louisegriffin.com.au](http://www.louisegriffin.com.au)  
Phone: 07 3397 5877 Fax: 07 3847 1257