
UPON PRESENTING MY APPLICATION FOR CONSIDERATION I ACKNOWLEDGE THE FOLLOWING:

1. COMPLETION OF APPLICATION

Westgarth Realty cannot receive an incomplete application, therefore I confirm that upon presenting my application;

- a) All supporting documentation, where applicable, has been provided – Including but not limited to:
 - i. 100 Points of Identification including at least 1 form of Photo ID
 - ii. Two most recent pay slips
 - iii. Centrelink Statements (dated within 14 days of my application)
 - iv. Pet Applications
- a) All fields of the application, where applicable, have been completed – Including but not limited to;
 - v. Number of vehicles & their Registration numbers
 - vi. Period of occupancy at my current and previous residential addresses
 - vii. Contact details for the owner/agency of my current and previous residential addresses, even if I have been privately renting, boarding or residing at the property
 - viii. Contact & address details for my Employer
 - ix. Contact & address details for my listed Personal References
 - x. Contact & address details for my listed Personal Representatives
 - xi. All of Part 4 and 5, whether it be a Yes or No or a True or False
- b) I have provided at least 18 months of residential address history, in accordance with Item 7 – If it was not possible to provide at least 18 months history in the space initially provided, I have supplied the additional details at the end of the application
- c) Should I require a Bond Loan, I have informed Westgarth Realty and contacted my nearest Housing Service Centre to start the application process
- d) Should I be employed by the Department of Defence;
 - i. And require a DHA Clause, I have informed Westgarth Realty
 - ii. I have submitted the appropriate forms with Defence to allow Westgarth Realty to contact the payroll department and collect all the necessary employment information required

2. PROCESSING OF APPLICATION

- a) I confirm that should I present an incomplete application and it happens to be received by Westgarth Realty that;
 - i. Westgarth Realty will endeavour to contact me to rectify the incompleteness of my application
 - ii. Should Westgarth Realty not be able to rectify the incompleteness within 7 days of receiving my application, due to my lack of cooperation, they have my permission to shred my application
- b) I confirm that I have contacted everybody (person or organization) listed in my application and they are aware Westgarth Realty will be contacting them within the coming days
- c) I understand that if the weekly rental amount for the property I'm applying for is more than 30% of my, and any co-applicants', total net weekly income, that there is a high chance my application will not be accepted by the Lessor

3. ACCEPTANCE OF APPLICATION

- a. I confirm that upon acceptance of my application by the lessor;
 - i. I will pay a holding deposit of the amount requested (generally between 2 & 4 weeks rent equivalency) to secure the property – The property will remain advertised and continued to be shown to other applicants, until this payment is received by Westgarth Realty.
 - ii. I am required to fill out a Connectnow form to connect electricity and any other utilities to the property under my, and any co-applicants', name (Connectnow is a free service)
- b. I understand that my tenancy will not commence until I have paid the first two weeks rent of the tenancy and the bond amount (equivalent to 4 weeks rent)
- c. I understand that under no circumstances cash will be accepted
- d. I confirm that I will pay my rent by one of the following methods;
 - i. Personal Cheque, Bank Cheque or Money Order
 - ii. REConnect Rent Pay Card (Direct Debit, Credit Card, BPAY, POSTBillpay)
 - iii. Centrepay payment

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Westgarth Realty Pty Ltd ATF Westgarth Realty Trust

ADDRESS: PO Box 1048

SUBURB: TOOWOOMBA

STATE: QLD

POSTCODE: 4350

PHONE:

07 4630 1161

MOBILE:

FAX:

07 4691 1889

EMAIL:

admin@westgarths.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

Yes

No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants?

Yes

No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

Yes

No

ITEM 6: PETS

Do you intend to keep pets at the property?

Yes

No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

Yes

No

If Yes, please state which council:

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFeree 1:	_____			RELATIONSHIP:	_____
ADDRESS:	_____				
	_____				PHONE/MOBILE:
SUBURB:	_____	STATE:	_____	POSTCODE:	_____
REFeree 2:	_____			RELATIONSHIP:	_____
ADDRESS:	_____				
	_____				PHONE/MOBILE:
SUBURB:	_____	STATE:	_____	POSTCODE:	_____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:	_____			RELATIONSHIP:	_____
ADDRESS:	_____				
	_____				PHONE/MOBILE:
SUBURB:	_____	STATE:	_____	POSTCODE:	_____
REPRESENTATIVE 2:	_____			RELATIONSHIP:	_____
ADDRESS:	_____				
	_____				PHONE/MOBILE:
SUBURB:	_____	STATE:	_____	POSTCODE:	_____

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. 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?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. 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. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I 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. Yes No
 - 2.2 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. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. 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 agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. 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. Yes No
9. 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)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

Privacy Notice and Consent

Consent

I,

(Full name)

of

(Residential Address)

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

Signed:

Date:

				2	0		
--	--	--	--	---	---	--	--

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

Privacy

Westgarth Realty Pty Ltd (ACN 159 438 605) trading as Westgarth Realty is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Westgarth Realty's condensed Privacy Notice. Westgarth Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Westgarth Realty of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed within our office.

Information Collection, Use and Disclosure

During the course of your involvement with Westgarth Realty, 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 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;
- 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 agents;
- 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 Westgarth Realty 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 Westgarth Realty 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, email or telephone as follows:



PO Box 1048, Toowoomba QLD 4350



rentals@westgarths.com.au



07 4630 1161

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is not relevant for Guide, Hearing and Assistance Dogs. If unsure please contact our Agency prior to completing this Pet Application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Work Number

Mobile Number

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Fax Number

After Hours Number

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor

PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.

3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Westgarth Realty Pty Ltd

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date
