

## APPLICATION FACT SHEET

Thank you for your enquiry on one of our rental properties. As resident managers of Spire Residences, we value your interest, and will endeavour to make the rental process as smooth and hassle free as possible.

You will probably already realise that not all of our units will be suitable for you and likewise we do not accept every application we receive.

### APPLICATION FORM

It is essential that each person who wishes to reside in the property complete this in full. Incomplete applications will not be processed. Should you require assistance with completing this form, please do not hesitate to ask.

When you return the application to us please ensure you have the following.

### PROOF OF INCOME

This can be in the form of a payslip, accountants letter (if self employed), group certificate or centrelink statement.

### IDENTIFICATION

Each applicant is required to provide a minimum of 100 checkpoints using the following table as a guide.

|                          |           |
|--------------------------|-----------|
| Last 4 Rent Receipts     | 50 Points |
| Drivers Licence          | 40 Points |
| Other Photo ID           | 30 Points |
| Medicare Card            | 30 Points |
| Passport                 | 30 Points |
| Reference from Landlord  | 20 Points |
| Bank Statement           | 10 Points |
| Credit Card Statement    | 10 Points |
| Telstra, Energex Account | 10 Points |
| Mobile Phone Account     | 10 Points |
| Current Car Rego Papers  | 10 Points |
| Birth Certificate        | 10 Points |

### OTHER SUPPORTING DOCUMENTS

A rate/water notice - if you are currently living in your own property.

A photo of your pet - pet approval is required by the Body Corporate and the unit owner.

## TENANCY CHECK

You should be aware that your application will be checked against your previous letting agent and or national database (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so we can discuss it with you.

### APPROVAL

Once we have verified the details on your application form, it will be submitted to the owner of the property for approval.

You will be notified of the outcome as soon as possible. (The application process usually takes 12-24 hours).

### WHAT HAPPENS NEXT?

Once your application has been accepted, you will be required to pay the first three weeks rent plus four weeks bond into the nominated bank trust account.

Once we have sighted the receipts for these payments, you may then collect the keys upon unit handover date. Please note: We do not accept bond transfers. If this is a problem please discuss with us.

We understand that moving house can be a traumatic and difficult experience with significant upheaval to all concerned. We would like to make the transition as easy as possible for you, but do request your co-operation with the above.

Should you have any questions at all we would be delighted to answer them.

## SPIRE RESIDENCES APPLICATION - APPLICANT 1

PROPERTY ADDRESS: Unit ..... / 550 Queen Street, Brisbane, QLD

|                                 |              |              |
|---------------------------------|--------------|--------------|
| Tenancy Term:<br>(eg. 6 months) | Starting on: | Weekly Rent: |
| Full Name:                      |              | DOB:         |
| Phone Number:                   | Email:       |              |

|  |                     |   |
|--|---------------------|---|
| Current address:   |                     |   |
| Period of Occupancy  | Weekly Rent:        |   |
| Name of agent or owner:  |                     |   |
| Phone Number:<br><i>Please attach rate/water notice if you are an owner.</i> | Email:              |   |
| IF YOU HAVE STAYED AT THE ABOVE ADDRESS SIX MONTHS OR LESS: -                |                     |   |
| Previous address:  |                     |   |
| Name of agent or owner:  | Period of Occupancy |   |
| Phone Number:  | Email:              |   |
| Number of Dependants:  | Number of Pets:     |   |
| Ages:  | Type:               | Weight:<br><i>Please attach a photo of your pet for approval.</i> |
| Smoking: YES / NO  |                     |   |

|   |                                  |
|---|----------------------------------|
| Current Occupation:                                       |                                  |
| Current Employer / Name of Business (if self employed)    |                                  |
| Office Address:   |                                  |
| Phone Number:   | Period of Employment / Business: |
| Weekly Salary: \$<br><i>Please attach proof of income</i> | Other income: \$                 |

|   |
|---|
| IF SELF EMPLOYED PLEASE PROVIDE THE FOLLOWING:- |
| Industry:                                       |

|                                    |        |
|------------------------------------|--------|
| Accountants Business/Contact Name: |        |
| Phone Number:                      | Email: |

|   |  |
|---|--|
| <b>OFFICE USE ONLY</b><br><input type="checkbox"/> 100 POINTS OF ID<br><input type="checkbox"/> PROOF OF INCOME<br><input type="checkbox"/> REFERENCE DETAILS | <input type="checkbox"/> REFERENCE SENT    DATE:<br><input type="checkbox"/> OWNER APPROVAL    DATE:<br><input type="checkbox"/> AGREEMENT SENT    DATE:<br><input type="checkbox"/> HANDOVER EMAIL    DATE: |
|---|--|

## PERSONAL REFERENCES (NO RELATIVES PLEASE)

|               |               |
|---------------|---------------|
| 1. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |
| 2. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |

## EMERGENCY CONTACT

|               |               |
|---------------|---------------|
| 1. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |
| 2. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |

## DECLARATION

I/We, the applicant/s do solemnly and sincerely declare that the above information is true and correct and that I/We have supplied the above information of our own free will and I/We hereby authorise you, as the letting agent, to conduct any enquiries and/or searches so as to verify the above information.

I/We, the applicant/s solemnly and sincerely declare that I/We am/are not bankrupt. I/We have inspected the above mentioned premises and wish to take a tenancy of such premises for an initial period of ..... months, from / / , at a rental of \$..... per week and that the rental to be paid is within my/our means. I/We also undertake to pay a rental bond (equivalent to 4 weeks rent) \$..... upon the signing by me/us of the tenancy agreement.

It is agreed that immediately upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both landlord and tenant.

Applicants/s Print Name: ..... Signature/s: .....

Date ..... / ..... / .....

## SPIRE RESIDENCES APPLICATION - APPLICANT 2

PROPERTY ADDRESS: Unit ..... / 550 Queen Street, Brisbane, QLD

|                                 |              |              |
|---------------------------------|--------------|--------------|
| Tenancy Term:<br>(eg. 6 months) | Starting on: | Weekly Rent: |
| Full Name:                      |              | DOB:         |
| Phone Number:                   | Email:       |              |

|  |                     |         |
|--|---------------------|---------|
| Current address:   |                     |         |
| Period of Occupancy  | Weekly Rent:        |         |
| Name of agent or owner:  |                     |         |
| Phone Number:<br><i>Please attach rate/water notice if you are an owner.</i> | Email:              |         |
| IF YOU HAVE STAYED AT THE ABOVE ADDRESS SIX MONTHS OR LESS: -                |                     |         |
| Previous address:  |                     |         |
| Name of agent or owner:  | Period of Occupancy |         |
| Phone Number:  | Email:              |         |
| Number of Dependants:  | Number of Pets:     |         |
| Ages:  | Type:               | Weight: |
| <i>Please attach a photo of your pet for approval.</i>                       |                     |         |
| Smoking: YES / NO  |                     |         |

|   |                                  |
|---|----------------------------------|
| Current Occupation:                                       |                                  |
| Current Employer / Name of Business (if self employed)    |                                  |
| Office Address:   |                                  |
| Phone Number:   | Period of Employment / Business: |
| Weekly Salary: \$<br><i>Please attach proof of income</i> | Other income: \$                 |

|   |
|---|
| IF SELF EMPLOYED PLEASE PROVIDE THE FOLLOWING:- |
| Industry:                                       |

|                                    |
|------------------------------------|
| Accountants Business/Contact Name: |
|------------------------------------|

|               |        |
|---------------|--------|
| Phone Number: | Email: |
|---------------|--------|

|   |  |
|---|--|
| <b>OFFICE USE ONLY</b><br><input type="checkbox"/> 100 POINTS OF ID<br><input type="checkbox"/> PROOF OF INCOME<br><input type="checkbox"/> REFERENCE DETAILS | <input type="checkbox"/> REFERENCE SENT    DATE:<br><input type="checkbox"/> OWNER APPROVAL    DATE:<br><input type="checkbox"/> AGREEMENT SENT    DATE:<br><input type="checkbox"/> HANDOVER EMAIL    DATE: |
|---|--|

## PERSONAL REFERENCES (NO RELATIVES PLEASE)

|               |               |
|---------------|---------------|
| 1. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |
| 2. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |

## EMERGENCY CONTACT

|               |               |
|---------------|---------------|
| 1. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |
| 2. Name:      | Relationship: |
| Address:      |               |
| Phone Number: | Email:        |

## DECLARATION

I/We, the applicant/s do solemnly and sincerely declare that the above information is true and correct and that I/We have supplied the above information of our own free will and I/We hereby authorise you, as the letting agent, to conduct any enquiries and/or searches so as to verify the above information.

I/We, the applicant/s solemnly and sincerely declare that I/We am/are not bankrupt. I/We have inspected the above mentioned premises and wish to take a tenancy of such premises for an initial period of ..... months, from / / , at a rental of \$..... per week and that the rental to be paid is within my/our means. I/We also undertake to pay a rental bond (equivalent to 4 weeks rent) \$..... upon the signing by me/us of the tenancy agreement.

It is agreed that immediately upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both landlord and tenant.

Applicants/s Print Name: ..... Signature/s: .....

Date ..... / ..... / .....

## PRIVACY DISCLOSURE STATEMENT OF SPIRE REALTY

550 QUEEN STREET, BRISBANE, QLD 4000

EMAIL: admin@spireresidences.com.au

We are an independently owned and operated business (trading as Spire Realty). We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database at the website [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting us directly. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## PRIVACY CONSENT

I/We, the applicant acknowledge that I/We have read the Privacy Notice of Spire Realty. I/We authorise the On Site Manager / Spire Realty to collect information about me/us from:

- (a) My/Our previous letting agents and/or landlords
- (b) My/Our personal referees
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me/us. I/We also authorise the On Site Manager /Spire Realty to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which they subscribe including TICA.

I/We authorise the On Site Manager / Spire Realty to disclose the personal information they collect about me/us to the owner of the property, even if the owner is resident outside Australia. I/We also authorise the On Site Manager / Spire Realty to refer my/our details to:

- (a) Financial service if necessary (to assist with unit owner's financial application)
- (b) Insurance services if necessary (for contents insurance and other insurance products)
- (c) Utilities if necessary (to arrange connection or transfer of telephone, gas, electricity etc)
- (d) Future letting agents and or landlords (to assist with future rental applications)

Signed: .....

Name: .....  
(Applicant 1) (Applicant 2) (Applicant 3) (Applicant 4)