



Rental Tenancy Application Form

One Application Per Person

Please refer to the Terms and Conditions before making Application.

Please complete the form in full using BLOCK LETTERS.

Incomplete Applications cannot be processed.

07 3264 2311
rentals@petercampbellrealty.com
www.petercampbellrealty.com
720 Albany Creek Road 4035

Approved Methods of Payment:
Direct Debit / Internet / Australia Post / BPay

Property Address:
Requested commencement date of Tenancy:
Tenancy END Date and/or Requested Term of Tenancy:
Rental property amount per week: \$

Full Name of Applicant:	Date of Birth:
Business Hours Phone:	Mobile:
Email Address:	
Current Residential Address:	
Contact details to confirm current living arrangements (please circle) Lessor / Agent / Other / Boarding	
Name:	Phone/Mobile:
Previous Residential Address:	
Contact details to confirm previous living arrangement (please circle) Lessor / Agent / Other / Boarding	
Name:	Phone/Mobile:
Number of Occupants who will reside at the property:	
Number of Dependants who will reside at the property:	
Names of Occupants/Dependants: 1	2
3	4 5
Do you have any pets? YES/NO	IF Yes, Number of Pets:
Pet Type: Breed: Registered which council?	
Pet Type: Breed: Registered which council?	
Pet Type: Breed: Registered which council?	

Personal References (cannot be relatives, partner or other people applying with you)	
1. Name:	Business Hours Phone:
POSTAL Address:	
2. Name:	Business Hours Phone:
POSTAL Address:	
Next of Kin (contact in case of emergency or extenuating circumstances)	
Name:	Phone/Mobile:
POSTAL Address:	

Signature of Applicant:	Date:
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Financial Details

Employment/Income (please circle) – Part Time / Full Time / Contractor / Casual/ Not employed	
Self-employed/ Student / Other:	
Total Weekly Income	
Bring Home Wages / Pension	(1) \$
Family Payments - Centrelink/ All Sources	(2) \$
Other / Income (includes rentals)	(3) \$
Available Bring Home Income (total of 1, 2 & 3)	(A) \$
<i>(note child maintenance will not be included)</i>	
Less Current Financial Weekly Commitments	
Credit Cards Limit \$ 5% of limit	(1) \$
Store Cards	(2) \$
Child Maintenance	(3) \$
Motor Vehicle or Other Personal Loans	(4) \$
Other Commitments (including Mortgage)	(5) \$
Total Financial Commitments (total of 1, 2, 3, 4 & 5)	(B) \$
TOTAL AVAILABLE INCOME (A - B)	
(C) \$	

Name of Employer:	Payroll Contact Name:
Phone:	Fax:
Length of Time at Current Employment:	Months Years
If a Student (please circle) Name of University/Tafe/College/Other	
Student ID number (copy required):	Visa Number (copy required):
If Self Employed; Name of Business:	
Name of Business Accountant:	
Address of Accountant:	
Email:	Phone: Fax:
Are you an Australian Citizen? YES NO	
If No, please provide details of VISA or residency status as part of the application	

Ready Rent Reckoner

In Hand per week (ie. C)	Rent Limt (p/w)	In Hand per week (ie. C)	Rent Limt (p/w)
500	200	1000	400
600	240	1100	440
700	280	1200	480
800	320	1300+	35%
900	360		

Signature of Applicant:	Date:
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STEP 1 – TENANT CONTACT DETAILS

Title: _____	First Name: _____	Last Name: _____
Tenant No. _____	PMS PropertyID: _____	
System allocated: _____	Office use only: _____	
Addr. Line One: _____		
Addr. Line Two: _____		
Suburb: _____	State: _____	Postcode: _____
Home Phone: _____	Business Phone: _____	
Fax: _____	Mobile Phone: _____	
Email Address: _____	Date of Birth: _____	
Name of Property Manager: <u>Peter Campbell Realty</u>		

STEP 2 – PAYMENT SCHEDULE (Tick one box)

- Tenant initiated payments:** Telephone / Internet / Recurring Schedule (Go to Step 3)
- Cash/EFTPOS:** Over-the-Counter at Australia Post (Go to Step 4)
- BPAY:** Via your Financial Institution, enter the Biller Code and Reference number (Go to Step 4)
- Recurring Schedule (automatic direct debit) Configured by Managing Agent**

Rent Amount: _____ Frequency: _____ Commencement Date: _____
 (Monthly, 4 Weekly, Fortnightly or Weekly)

Please note, the applicable payment fee will be added to the Rent Amount shown above at the time of payment.

(Go to Step 3)

STEP 3 – *TENANT ACCOUNT DETAILS (Funds debited from this account for rent payments)

- Please debit my credit card, listed below: ** Please note this section must also be completed when tenant initiated payments are selected under Payment Schedule.*
- Please debit my bank account, listed below:

Credit Card Details	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Name on Card: _____	
Credit Card No: _____	Expiry Date: _____
OR	
Account Details	
Account Name: _____	
Financial Institution: _____	Suburb: _____
BSB (6 Digits): _____	Account Number (Max 9 digits): _____

STEP 4 – REQUEST AND AUTHORITY TO DEBIT

I/We hereby agree to the Terms & Conditions and request and authorise IP Payments (Debit User No. 306033 & 252550) to debit my/our nominated bank account or credit card identified above through the Bulk Electronic Clearing System or credit card network for any amount that IP Payments may debit or charge in accordance with the Terms and Conditions set out below. (Where account has two signatures, both must sign below.)

Name: _____ Date: _____ Name: _____ Date: _____

Signature of Applicant: _____	Date: _____
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TERMS AND CONDITIONS**Definitions**

"Agreement" means these terms and conditions.

"DDR" means Direct Debit Request.

"OTC" means over-the-counter (cash and eftpos debit card).

"Person" includes a company or corporation.

"We", "Us", "Our", "Service Provider", means IP Payments Pty Ltd (ABN 86 095 635 680).

"You", "Your" means the customer who signed the direct debit request.

Contractual Relationships

By signing the application for the IP Payments iPayRent service:

You agree to accept the terms and conditions associated with the provision of the services below.

You acknowledge this service is provided by IP Payments Pty Ltd as an optional payment method that is not intended to restrict you from other rent payment methods.

You acknowledge that your managing agent must be a member of iPayRent in order for us to provide this service to you.

You are entering into this agreement under your own free will.

IP Payments iPayRent Service

We make available to you rent payment facilities as agreed with your managing agent and identified in the Payment Schedule above.

Processing Times

- Transactions initiated before 4.00pm AEST each business banking day are processed on that business banking day.
- Transactions initiated after 4.00pm AEST on a business banking day are processed on the next business banking day.
- Transactions initiated on non-business banking days (weekends, public holidays, and bank holidays) are processed on the next business banking day.

Enquiries and Statements

An iPayRent tenant website is provided at www.ipayrent.com.au for review of all of your rent payments and recurring schedule. Where enquiries are not resolved online you should contact your managing agent.

Void/Stop or Deferred Payments

Once a bank account payment has been submitted it can be voided or stopped via the iPayRent tenant website or by contacting your managing agent before 2.45pm on the business banking day that the payment was initiated. Credit card payments can not be voided or stopped.

Dishonoured Payments

We will not charge any fees if your payment is dishonoured for any reason. You may need to initiate a catch up payment once you have rectified the reason for the dishonoured payment.

Password Security

You must ensure that your iPayRent password is kept secure and not disclosed to anyone. If you suspect that the security of your password has been breached you must ensure that:

- Your password is changed on the iPayRent tenant website
- we are promptly notified of the suspected breach

Variations and Amendment of Terms and Conditions

We may vary any of these conditions and any operating reference or user guide, including fees and charges, with 14 days notice on the iPayRent website (www.ipayrent.com.au).

You shall be deemed to have accepted any variation or amendment notified to you on the website unless you provide us with written notice within 14 days from the publication of the website notice of amendment or variation that you refuse to accept the variation or amendment. If you refuse to accept the variation or amendment, the agreement will be deemed terminated.

Direct Debit Request (DDR) and Funds Disbursement

Rent payments are debited from your bank account or credit card account via a Direct Debit Request form signed by you.

Bank account direct debits are processed under Direct Debit User Id 306033 or 252550 and credit card direct debits are processed via a Merchant Facility. The Direct Debit User Id's and credit card merchant facility is operated by IP Payments Pty Ltd (ABN: 86 095 635 680).

Drawing arrangements

The drawings under this Direct Debit arrangement will occur as and when you initiate them via the telephone, Internet, BPAY, OTC or in accordance with the recurring schedule you or your managing agent configure via the iPayRent website.

Adjustments

IP Payments may from time to time also debit or credit to you any adjustments in respect of transactions due to errors, omissions, payments initiated without a valid tenant DDR or payments that are later dishonoured.

Your rights**Changes to the arrangement**

If you want to make changes to the drawing arrangements you should log on to the iPayRent website and make the relevant changes or complete a new DDR form available from your agent. Changes made via the website are live and will take effect immediately. Changes requested via a new DDR form will not take effect until the form has been completed, signed and returned to your agent for processing.

Changes to the rent amount within a recurring schedule configured by Your agent can be amended by your Agent in accordance with the terms of your lease agreement without the need to complete a new DDR form.

Cancelling or stopping the agreement

If you want to cancel or stop the agreement you should log onto the iPayRent website and make the relevant changes or complete a Cancellation form available from your agent. Changes made via the website are live and will take effect immediately. Changes requested via a Cancellation form will not take effect until the form has been completed, signed and returned to your agent for processing.

Enquiries

Direct all enquiries to your managing agent, rather than to your financial institution, and these should be made at least 3 working days prior to the next scheduled drawing date. All communication addressed to your managing agent should include your name, tenant number and telephone number.

Confidentiality & Privacy

All personal customer information held by us will be kept confidential except that information provided to your managing agent or our financial institution to initiate the drawing to your nominated account or where the provision of that information is necessary to resolve any issues that may arise from the operation of the service or where you specify otherwise. Full details of our privacy policy can be found at www.ipayments.com.au.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with your managing agent. If the issue is not resolved to your satisfaction please contact our customer service team by email at ipayrent@ipayments.com.au or by telephoning 1300 724 786.

If you do not receive a satisfactory response from us within 14 days, contact your financial institution who will respond to you with an answer to your claim:

- Within 5 business days (for claims lodged within 12 months of the disputed drawing);
- or within 30 business days (for claims lodged more than 12 months after the disputed drawing)

You will receive a refund of the drawing amount if we can not substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- Your nominated bank or credit card account can accept direct debits (your financial institution can confirm this); and
 - That on the drawing date there is sufficient cleared funds in the nominated account; and
 - That you advise us if the nominated account is transferred or closed; and
 - That you advise us of your new expiry date (in the case of a credit card)
- If your drawing is dishonoured by your financial institution you may be charged a fee and/or interest by your financial institution.

Fee Schedule

When You use the iPayRent service You agree to pay Us a non-refundable transaction fee. These fees are currently:

- Credit Card fee - 1.32% (GST inclusive) of the amount paid to Us by You;
- OTC fee - \$3.00 (GST inclusive);
- BPAY fee - \$2.00 (GST inclusive); and
- Bank Account fee - \$0.55 (GST inclusive).

We may change the amount of these fees from time to time. You will be notified of the amount of the fee applicable to any transaction before you agree to confirm Your payment. The transaction fee is a fee for service and should not be considered part of rent.

Signature of Applicant:

Date:



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 www.petercampbellrealty.com

Terms & Conditions

I agree to provide 130 point identification – requirements are as follows. Those marked with a “X” are essential.

Driver licence showing current address X	60 points	Passport	60 points
Recent utilities account showing current address	30 points	4 rent receipts, rent ledger or mortgage payments X	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Bank Statement	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency.

By signing this form, I have read and understood clearly all of the information outlined above.

Please Note: PAGE SIX also has to be signed by the Applicant.

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response.

We shall be in contact as soon as we can to advise you of the application outcome.

Please ensure your best contact details are noted on Page 1 of this Application;

Contact by our Agency may be made via phone, sms or email.

Name of Applicant:	
Signature:	Date:



07 3264 2311
 rentals@petercampbellrealty.com
 www.petercampbellrealty.com

Rental Tenancy Reference

Name of Rental Agency:	
Fax Number:	Email Address:
Name of Applicant:	
Property Address:	
Please state the tenancy term of the Applicant :	
Rental property amount paid per week: \$	

Please confirm that the Applicant named above was a named tenant on the lease?	Yes / No
If no, please confirm that they were an approved occupant?	Yes / No
Were inspections carried out?	Yes / No
Were inspections satisfactory?	Yes / No
Were Notice to Remedy Breaches issued during the tenancy?	Yes / No
IF yes, Were they for rent?	Yes / No
If Yes and not issued for rent, what were Notice to Remedy Breach/es issued for?	Yes / No
Please advise of Breaches:	
Was there a pet kept at the premises?	Yes / No
If Yes, were there any concerns or problems in relation to the pet kept?	Yes / No
IF yes, please provide details:	
If a final inspection has been carried out, was the property returned satisfactorily?	Yes / No
If no, please provide details:	
Was the bond refunded in full?	Yes / No
IF no, please provide details:	
Please provide any other comments or information that is important when assessing the application, thank you	
Would you rent to this tenent again?	Yes / No

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by the Agency. I agree to this document being sent to my current and/or previous Agency.

Signature of Applicant:	Date:
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