

# Application for Residential Tenancy

## IMPORTANT INFORMATION

Please only complete and return an Application to Rental iQ if you are certain that you wish to apply for a Lease and live in the premises, if your Application is successful. Please note that an Application is not an Offer of a Lease nor is it a Lease Agreement. These following conditions are to be STRICTLY adhered to:

- You must inspect the property (inside and outside) prior to submitting an application (or your application being processed). Applicants are responsible to ensure that the property is satisfactory to all of their needs.
- As part of the Application process we will confirm your employment details with your Employer including wages, position and time with the company.
- If you are self-employed please provide a Notice of Assessment from the ATO and any other relevant paperwork which may help us to process your Application. You may wish to submit a bank statement, if you have only been self-employed for a short period of time or if you are unemployed.
- Please also provide general information about what you may store at the property (boats, trailers, etc.), whether you are a smoker or have pets (and what type of pet) and how long you would like the Lease to be for.
- We will check rental history and confirm ownership history if applicable including checking the National Tenancy Database for previous lodgments.
- Applications will take between 1 and 2 business days to process. You will be contacted and advised if your application was successful. Please note that no reason is required to be given to unsuccessful applicants.
- Each applicant must read, initial and sign the conditions of the Tenant Privacy Statement attached.

**In order for us to process an Application all Applicants must complete page 1, 3, 6-8 (if applicable) and initial each page, sign page 9 and provide copies of photographic ID (up to 100 points). Please ensure that everything is completed – if not applicable, please write “n/a” in the relevant field. Applications submitted without all of these requirements will not be processed.**

For immediate processing, please scan and email your completed Application along with supporting documentation to [phoebe@rental-iq.com](mailto:phoebe@rental-iq.com).

## SUCCESSFUL APPLICANTS

If your application is successful, you will be required to pay the monies set out in Page 2 of the Application into Rental iQ's Trust Account. Personal cheques WILL NOT be accepted.

# Tenant Privacy Statement

## Collection of Information

Your personal information is very important to you, and Rental iQ considers that you should have a right to control the use and disclosure of that information. Information collected by Rental iQ will only be disclosed in accordance with the terms of this Privacy Policy.

## Use and Disclosure

Rental iQ will not use or disclose, and will use reasonable endeavours to prevent the use or disclosure of, information provided by a user to Rental iQ for a purpose other than the primary purpose of collection (a 'secondary purpose'), except to the extent:

- that the secondary purpose is related to the primary purpose of collection and that you would reasonably expect Rental iQ to use or disclose the information for the secondary purpose;
- that you have consented to the use of the information for the secondary purpose;
- that information provided by you, including information relating to transactions, may appear in aggregate form for the purpose of providing statistical information to Rental iQ or to third parties. This information will not identify you;
- necessary in order to enforce any of the terms of an agreement between you and Rental iQ;
- that Rental iQ has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities;
- required or specifically authorised by law; and
- provided in co-operation with any governmental authority.

## Access and Correction

Where Rental iQ collects information from you, Rental iQ will provide you with access to your information at your request except to the extent that:

- the request for access is frivolous or vexatious;
- providing access would have an unreasonable impact on the privacy of others;
- the information relates to existing legal dispute resolution proceedings between you and Rental iQ, and the information would not be accessible by the process of discovery in those proceedings; or
- providing access would reveal the intentions of Rental iQ in relation to negotiations with you in such a way as to prejudice those negotiations.

Where information about you is found to be incorrect, incomplete or out of date, Rental iQ will correct, update, erase or amend the information as appropriate.

## Feedback, Questions or Problems

Rental iQ welcomes any feedback you may have regarding this privacy policy. If you have any questions or queries relating to the policy, or if you have any suggestions or problems, please send an email available via a link on the Contact page of the Rental iQ Website.

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Signed (Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Applicant)

\_\_\_\_\_  
Date