

Mangrove Housing Assoc Inc

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P.O Box 602, WYNNUM QLD 4178
 Tel: 07 3893 3299 Fax: 07 3893 2765
 Email: nras@mangrovehousing.com.au

NRAS Tenancy Application

Agency Name:	Mangrove Housing Association Inc.
Address:	Po Box 602, WYNNUM Q 4178
Phone:	(07) 3893 2788
Fax:	(07) 3893 2765
Email:	nrasenquiry@mangrovehousing.com.au

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form and each application must include at least one form of Photo Identification. Original Identification will be requested for sighting at interview signup.

Required Documents for each person – Each application over 18 must complete a separate form		
Driver's license, passport or birth certificate	40 points	<input type="checkbox"/>
18+Card ,Other photo ID	30 points	<input type="checkbox"/>
Previous rent ledger	30 points	<input type="checkbox"/>
4 rent receipts	20 points	<input type="checkbox"/>
Current vehicle registration certificate	10 points	<input type="checkbox"/>
Bank statement, credit card statement	10 points	<input type="checkbox"/>
Telephone or electricity account	10 points	<input type="checkbox"/>
Pension card, health care card	10 points	<input type="checkbox"/>

Note: A total of 100 points is required per person – Please tick which documents have been provided.

NRAS Approval Number:	
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Check list for application	
<input type="checkbox"/>	NRAS approval number
<input type="checkbox"/>	Application completed in full (ALL 5 pages)
<input type="checkbox"/>	Photocopies of all Identification attached
<input type="checkbox"/>	Privacy consent form signed
<input type="checkbox"/>	NRAS Approval Letter MUST be attached

Preferred Applicant for Mangrove Housing to contact:

Name: _____ Phone: _____

Date: ____ / ____ / ____ .

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PROPERTY DETAILS

Address of Property:	
Name and DOB of all adult occupants for the property:	1.....DOB:.....
	2.....DOB:.....
	3.....DOB:.....
	4.....DOB:.....
Name and DOB of any children to occupy the property	1.....DOB:.....
	2.....DOB:.....
	3.....DOB:.....
	4.....DOB:.....

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers License No:	State:
Passport No:	Passport Country:

NEXT OF KIN

Given Name(s):	Surname:
Relationship:	
Address:	
Phone:	Email:
Mobile:.....	

CURRENT TENANCY DETAILS

Name of Landlord / Agent:	
Phone:	Rent Paid: \$
Length of time at current address:	
Reason for leaving:	

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address	From: to:	Rent Paid: \$
Name of Landlord / Agent:		
Phone:		
Was Bond refunded in full:	Yes	No
If No, please specify reasons why:		

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PREVIOUS RENTAL HISTORY 2 (If current rental tenancy is less than 6 months)		
Previous Address:		
Length of time at above address	: From to	Rent Paid:
Name of Landlord / Agent: Phone:		
Was Bond refunded in full: Yes No		
If No, please specify reasons why:		
CURRENT EMPLOYMENT DETAILS		
Occupation:		Current Employer:
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment:		
SELF EMPLOYMENT DETAILS		
Company Name:	Business Type:	
Business Address:		
Position Held:	ABN: Phone:	
Accountant Name:		
Accountant Address:		
INCOME – Please provide latest 6 weeks Pay Slips and latest Tax Assessment Notice. Additionally, you must provide details of all employment in the last 12 months, as well as last payslip from any terminated employment.		
Net weekly employment income:		
Net weekly income from other sources:		
Source(s):		
PREVIOUS EMPLOYMENT (If current employment is less than 6 months)		
Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager): Contact Number:		
Length of Employment: From to		
Net weekly income: \$		
STUDENT INFORMATION		
Place of Study:	Course Name:	
Course Length:	Enrolment / Student No:	
Campus Contact:	Contact Number:	
Course Coordinator:	Contact Number:	

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REFEREES	
Business referee:	Relationship: Phone: Mobile:
Personal referee:	Relationship: Phone: Mobile:

PETS		
Do you have animals: (please indicate) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type	Number	Breed

Declarations

Applicant to Complete and Provide Details as Required.

	Please circle as required	
Have you ever been evicted by any Lessor or Agent?	Yes	No
Are you in debt to another Lessor or Agent?	Yes	No
Was your bond at your last address refunded in full?	Yes	No
I agree & acknowledge that there is no smoking inside the premises at all times.	Agree	Disagree
Is there any reason known to you that would affect your ability to pay? If yes please explain.	Yes	No
Have you been, or do you have reason to believe that you are, or have been listed on a National Tenancy database? If yes, please provide details.	Yes	No

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia & National Tenancy Data base records. I agree and understand that if the information is found to be incorrect or untrue, then it is grounds for terminating the tenancy. I declare that I am not bankrupt or an undischarged or discharged bankrupt.

I understand that I will need to pay the Bond (equal to four weeks rent) and two weeks rent in cleared funds, before signing the General Tenancy Agreement and receiving keys. The tenant is then bound by the Terms of the Agreement and the Property will cease to be available.

I/we are able to sign a lease from _____ (DATE)

Applicants Signature_____.

Date: _____ / _____ / _____.

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Privacy Act 1988

Collection Notice

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to the other parties including Lessor's referees, other agents and third party operators of tenancy references data bases. Information already held on tenancy reference data bases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement that fact and other personal information collected about the application during the course of the tenancy may also be disclosed to the lessor, other agents and third party operators of tenancy references databases.

You have the right to access personal information that we hold about you by contacting this office. You can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

As this application is in connection with the National Rental Affordability Scheme should this application become successful in that you become a NRAS tenant limited demographic information will be collected and submitted to various states and authorities as part of the reporting requirements of this scheme.

Privacy Consent

I the applicant/s acknowledge that I have read the above collection notice. I authorize Mangrove Housing Ass. to collect information about me from:

- A. My previous agents and/or landlords
- B. My current and previous employers
- C. My personal referees
- D. Any Tenancy default Database which may contain personal information about me. I also authorize Mangrove Housing Ass. to disclose details about any default by me/us under the tenancy to which this application relates to any tenancy default database to which it subscribes.
- E. I authorize Mangrove Housing Ass. to disclose personal information it collects about me to the owners of the property, even if the owner is a resident outside Australia

Name of Applicant _____

Signature of Applicant _____

Date _____