

Sienna Village Application Form

PROPERTY ADDRESS							
Townhouse number:		@ Sienna Village, Morayfield	Application date: dd – mmm - yy				
Weekly Rent	\$	Bond (4 x rent) \$	Lease: 6 / 12 months				
Move in Date:	dd – mmm - yy	Please note this date should be as close to the available date					
# adults/children:		Please complete this application for each resident over 18					
PERSONAL INFORMATION / IDENTIFICATION & PREVIOUS RENTAL HISTORY							
Surname:		<input type="checkbox"/> copy of ID included (licence/passport)					
Given names:							
Emergency contact:							
Licence number:		<input type="checkbox"/> copy of drivers licence included					
Passport number:		<input type="checkbox"/> copy of passport included					
Date of birth:		<input type="checkbox"/> are you a smoker					
Phone/Mobile:	Please space into 3 sections, ie 0405 415 350						
Email address:	Please write email as neat as possible						
Medicare number:		<input type="checkbox"/> copy of medicare card included					
Car registration(s):		<input type="checkbox"/> are your vehicles loud / noisy					
Current address:							
Agent telephone:		<input type="checkbox"/> proof of address included					
Agent email:		<input type="checkbox"/> were you breached during tenancy					
Rent Paid per week:		<input type="checkbox"/> rental ledger/receipts included					
Previous address:							
Agent email:		<input type="checkbox"/> were you breached during tenancy					
FINANCIAL INFORMATION & EMPLOYMENT DETAILS							
Employment (role):		Employment length:					
Employers name:							
Employers address:							
Employers phone:							
Income per week:		<input type="checkbox"/> copy of recent pay-slips					
Bank statement:	<input type="checkbox"/> bank statements may be included to show tenant has sufficient funds to afford rent						
OFFICE USE ONLY							
<input type="checkbox"/> App complete	<input type="checkbox"/> TICA	<input type="checkbox"/> CD	<input type="checkbox"/> Finance	<input type="checkbox"/> Owner	<input type="checkbox"/> Approved	<input type="checkbox"/> Payment	<input type="checkbox"/> Power

 Please logon to our facebook page <https://www.facebook.com/sienvavillagemorayfield> and follow us.

ANNEXURE A TO TENANCY AGREEMENT

1. I/We acknowledge this annexure forms part of our Tenancy Agreement.
2. I/We acknowledge that we are moving into a complex which is currently under development and that there will be noise and dust for a period of time.
3. I/We acknowledge that the tenant is responsible for arranging power connection which is offered by Metered Energy (1300 633 637) and connection forms can be found online at <https://www.meteredenergy.com.au/moving-in>.
4. I/We acknowledge that should my/our application be accepted I/we am/are required to pay two weeks rent in advance plus bond. I/We acknowledge once payment is made that should I/we change my/our mind, one weeks' rent will be forfeited.
5. I/We acknowledge we have read the **Sienna Welcome** (<https://www.siennavillage.au/tenants/welcome/>) and have reviewed the **Body Corporate by-laws** (<https://www.siennavillage.au/complex/by-laws/>) and agree to comply in full.
6. I/We acknowledge that the peaceful coexistence of all residents within the complex is essential and that I/we will respect all residents in relation to my/our behaviour and guests which I/we invite into this complex.
7. I/We acknowledge that damage caused by me/us, visitors, removalists, delivery vehicles engaged by us will be at a cost to me/us as the tenant/s. Parents/guardians are held responsible for any damage or vandalism caused by their children under 18.
8. I/We acknowledge that contactable hours are 9am to 5pm Monday to Friday and preferred method of contact is via email.
9. I/We acknowledge receipt of **keys** (during lease signing). It is strongly suggested that a spare copy is made and provided to friends for safe keeping in case of a lockout. I/We acknowledge that should we lose or lock the keys inside the property the following options apply:
 1. Office hours, agent onsite: If the agent is onsite during office hours (Mon-Fri 9-5pm) then you can collect the management set of keys and return them within an hour. Identification is required to collect keys. Please note the agent is not required to be in the office every day and if not onsite then options 2 and 3 apply.
 2. After hours, agent available: If you lock yourself out after hours and unable to obtain backup keys from a friend then please call the agent. If the agent is available to unlock the property you may incur a **\$100 + GST** call out fee payable prior to call out.
 3. After hours, agent not available: If you lock yourself out after hours and the agent is not available (ie non-contactable or unable to return to the complex), then you will need to ring a locksmith to gain entry. The cost of a locksmith to come out and open your property may cost over **\$200 + GST**.
 4. Lost keys: In the event that you misplace your keys and are unable to locate them, any apartment lock (or mailbox lock) for which the keys are lost must be replaced, and new spare keys to be provided to our office. Our office can also arrange a contractor to replace locks and keys as a cost of **\$100 + GST** per lock.
10. I/We acknowledge the requirement for notifying the agent/owner and obtaining their approval for any **new individuals** intending to **reside** within the property before their move-in. We understand that the owner retains the right to decline an application if they find the individual unsuitable for the premises.
11. I/We acknowledge that it is my/our responsibility to pay the **water consumption** usage on a quarterly basis as invoiced by the agent. I/We acknowledge that payment of the water consumption must be paid within 30 days of date of invoice.
12. I/We acknowledge that it is the owners' responsibility to ensure smoke alarms are complaint. I/We acknowledge that it is the tenants' responsibility to ensure smoke alarms are cleaned and tested at least once every 12 months.
13. I/We as tenant/s understand that it is tenant's responsibility to insure their own property and possessions by way of **personal contents insurance**.
14. I/We acknowledge that smoking inside the property is prohibited. If smoking occurs on balconies or outside the property it is the tenant/s responsibility to ensure that smoke does not drift inside the property or adjoining properties. It is important to note that a body corporate can pass a smoking nuisance by-law in terms that are consistent with the general nuisance provision of the Body Corporate and Community Management Act meaning future breaches could be issued for smoking anywhere within the complex. If concerned please speak to the agent prior to signing a lease.

15. I/we acknowledge that it is the responsibility of the tenant/s to gently clean the air conditioner filters at least twice a year. The filter are easily removed for a simply clean outside. A user manual for the Air Conditioners(s) is supplied.
16. I/we acknowledge that my/our courtyard/backyard/balconies must remain clean & tidy at all times and that management may enter the backyard at any time (via side gate) to inspect gardens.
17. I/we acknowledge that my/our driveway/car space must remain clean & tidy and free of oil stains at all times.
18. I/We acknowledge that I/we are only allowed to park my/our vehicle in our designated car park. I/we acknowledge that I/we are/am not allowed to park in any other car park, visitor car park or internal roadways. I authorise management to tow my/our vehicle at my/our expense should we park in a non-designated car park.
19. I/We acknowledge that pets are not allowed to be kept on or inside the property, unless first approved by the agent/owner.

Pet you would like to keep (type/breed/size): _____
20. Should you need to break your lease then please contact the agent using an RTA form 13 "Notice of Intention to Leave". In the event of a break-of-lease, I/we agree to pay a break-of-lease fee (also known as letting fee) of **one week rent + GST** and an advertising marketing fee of **\$150 + GST**. I/We acknowledge the existing tenancy will terminate only when a new Residential Tenancy Agreement with a new replacement tenant commences. Until that time I/we acknowledge that it is the tenant/s responsibility to continue to pay the rent.
21. I/We acknowledge that our agent is the Sienna Village property manager and we have specifically signed a lease due to the professionalism and convenience of having our property manager reside on site who can be available outside office hours including Saturdays, Sundays and after hours by arrangement. I/we are entitled to break our lease without penalty should the management agreement on our leased property be terminated by the owner.
22. At the completion of the tenancy agreement, I/we agree to clean our property to the same standard as the property was provided at the start of the tenancy agreement or to engage a **professional cleaner**.
23. At the completion of the tenancy agreement, I/we agree to clean our carpets to the same standard as the carpets were provided at the start of the tenancy agreement or to engage a **professional carpet cleaner**.
24. At the completion of the tenancy agreement, I/we agree to ensure pest control has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **professional pest controller**.
25. At the completion of the tenancy agreement, I/we agree to empty and clean the rubbish and recycle bins. If this is not completed the tenant/s will incur a fee of **\$25 + GST** per bin.
26. Please note we are under no obligation to provide you a reason should your application be declined.
27. I/We consent to the agent using our personal information being used to perform previous rental history, employee checks and TICA tenancy database checks.

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____