

Frank Property Australia Pty Ltd

T 07 3303 0388 M 0415 511 288
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 W www.frankpropertyaustralia.com
 A Level 19, 10 Eagle Street, Brisbane Qld 4000



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. Please see page 5 for ID requirements.

PROPERTY DETAILS

Address of Property			
Lease commencement date		Lease term	
Rent per week	\$	Number and type of pet	
Names of all other occupants for the property			
Names and ages of any children to occupy the property			

PERSONAL DETAILS

Given Name(s)		Surname	
Current Address			
Home Phone		Work Phone	
Mobile	Fax		
Email	Date of Birth		
Drivers Licence No.		Passport Country	
Smoker	YES	NO	

NEXT OF KIN

Given Name(s)		Surname	
Relationship		Phone	
Mobile	Email		
Address			

CURRENT TENANCY DETAILS

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

When it comes to properties, we prefer to be FRANK.

PREVIOUS RENTAL HISTORY 1

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

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

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

CURRENT EMPLOYMENT DETAILS

Current Employer			
Employer's Address			
Contact Name (payroll/manager)	Contact Number		
Occupation	Length of Employment		

SELF EMPLOYMENT DETAILS

Company Name	Business Type		
Business Address			
Position Held	ABN		
Accountant Name	Phone		
Accountant Address			

INCOME

Net weekly employment income	\$
Net weekly income from other sources	\$
Source(s) of other income	\$

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**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

Place of Study		Course Name	
Course Length		Enrolment / Student No.	
Campus Contact		Contact Number	
Course Co-ordinator		Contact Number	

REFEREES

Business Referee		Relationship	
Phone		Mobile	
Personal Referee		Relationship	
Phone		Mobile	

I acknowledge by signing below that the Agency has provided me with a copy of the General Tenancy Agreement 18a, including the standard Terms 1044 and also any special conditions pertaining to the particular property I am applying for.

Applicant Name

Signature

Date

I have read, agreed to and understood **ALL** of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

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PRIVACY STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. 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 or previous employer and your referees. 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 owner'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 our privacy officer. 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.

CONSENT

"I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases."

_____ **Applicant Name**

_____ **Signature**

_____ **Date**

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ _____ rent per week, or \$ _____ rent per calendar month (please ask agent to calculate if you require monthly figure)

First payment of rent in advance (2 weeks)	\$ _____
Rental Bond	\$ _____
Amount payable upon signing Tenancy Agreement	\$ _____
I wish to apply for tenancy for a period of _____ months, commencing _____ / _____ / _____ .	

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

_____ **Applicant Name**

_____ **Signature**

_____ **Date**

100 POINT IDENTIFICATION CHECK

The following identification has been photocopied and is attached to this application.

PLEASE NOTE: YOU MUST INCLUDE AT LEAST ONE (1) ITEM FROM EACH SECTION

Item	<input type="checkbox"/>	Points	Initial
Section 1			
Drivers License		40	
Passport		40	
Other Photo ID		20	
Section 2			
Current Wage Advice		30	
Previous Written Tenancy Reference		20	
If new job – letter of confirmation of employment		20	
Section 3			
Previous 2 Rent Receipts		20	
Motor Vehicle Registration		20	
Pet Registration Papers		20	
Medicare Card		20	
Bank Debit/Credit Card		20	
Bank Statement		20	
Telephone Account		20	
Electricity Account		20	
Gas Account		20	

OFFICE USE ONLY

Item	<input type="checkbox"/>	Initial	Item	<input type="checkbox"/>	Initial
Personal Reference Checked			Previous Agent Lessor Checked		
Tenancy Database Checked			Lessor Notified		
Employment Checked			Applicant Notified		

Property Manager Name

Signature

Date

REQUEST FOR RENTAL REFERENCE

To		Company	
Email		Mobile/Tel	

We received a signed Tenancy Application from:

Tenant Name			
Current Address			
Who is residing / has resided at			

Tenant's Signature

Date

TENANT'S SIGNATURE IS REQUIRED ABOVE THE DASH LINE

 It would be greatly appreciated if you could complete the following question and return to us by email, along with a rental ledger at your earliest convenience.

Was the above applicant listed as a tenant?	Yes	No				
Rental Period	From	to				
Termination of the lease by	Tenant		Agent			
Reason for termination						
Rent per week	\$ per week					
	Payment received on time?	Always	Sometimes	Hardly	Never	
Water Fee/Expenses	Payment received on time?	Always	Sometimes	Hardly	Never	
Breaches Issued	RTA Form 11 – Notice to Remedy Breach Issued was issued				times.	
Routine Inspection	Carried Out	Yes		No		
	Tenancy Issues arising from inspections					
Pet	Animal kept at the property	Yes	No	Type of pet		
	Problem caused by any pet(s)					
Property	Property has been well maintained during tenancy period				Yes	No
	If the tenant has vacated, was the property left clean and un-damaged apart from general wear and tear?				Yes	No
Handover	Was the tenancy handover delayed?	Yes		No		
Rental Bond	Do you anticipate the full rental bond to be refunded?				Yes	No
	Was the full rental bond refunded?	Yes		No		
Future Renting	Would you rent to this tenant (s) again?				Yes	No

Property Manager Name

Signature

Date



PET APPLICATION AND AGREEMENT

	Pet 1	Pet 2
Type of Pet		
Breed		
Name		
Age		
Desexed	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide evidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide evidence)
Council Registration No.		
Colour		
Weight (now)		
Weight (fully grown)		
Photo Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Length of ownership		

Pet Carer to be contacted in case of an emergency (a person other than the pet owner)		
Name		Mobile No.
Address		
Veterinarian to be contacted in case of an emergency		
Name		
Tel No.		After Hour No.
Address		

Terms and Conditions

The tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Property as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any Pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Property. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to their parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for the Flea Fumigation at the end of Tenancy or at a time during the Tenancy as required or requested by the Lessor or Lessor's Agent to be cared out by a Company complying with Australia Standards.
6. The pet/s are to be outside at all time, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement except guide dogs.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premise of the duration of inspections arranged by the Agent.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement, sign the Tenancy Agreement section below.

ACKNOWLEDGEMENT BY APPLICANT/S			
Applicant Name		Signature	Date
Applicant Name		Signature	Date
APPLICATION APPROVED	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Pet Application above as well as the General Tenancy Agreement. TENANT AGREEMENT (to be signed only if pet/s are approved)			
Applicant Name		Signature	Date
Applicant Name		Signature	Date
AUTHORISED ON BEHALF OF LESSOR/AGENT			
Agent Name		Signature	Date