

Application for Tenancy

TENANCY DETAILS	
Property Address:	
Start date:	Lease term: 6 months / 12 months / other
Rent: \$ per week	Bond: \$
Acceptance period: if successful the Applicant must pay the balance of their first two weeks rent and sign the General Tenancy Agreement within 24 hours of acceptance to secure the tenancy.	

APPLICANT DETAILS	
Total number of applicants applying for the property:	
Full Name:	
Date of Birth:	Are You an Australian Citizen? YES / NO (if no please supply copy of Visa)
Drivers Licence / Passport Number:	State of Issue:
Are you a smoker? YES / NO (smoking is not permitted within the tenancy or building)	
Do you have any dependents? YES / NO If yes, please state names and ages:	
Mobile Number:	Work Number:
Email:	
Car registration number to reside at property:	Make / Model:

OTHER APPLICANTS		
Name:	Age:	Lease Holder / Occupant
Relationship:	Phone Number:	
Email:		

PETS (pet application must be supplied and is subject to Body Corporate and Owner approval)		
Number of pets owned:	Are your pets registered with Council? YES / NO	
Type/breed:	Age:	Weight:

EMERGENCY CONTACT (This information is required in case of an emergency or we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding)	
Name:	Relationship:
Address:	Phone:

RENTAL HISTORY		
Current Address:		
Own / Rent	Weekly rent: \$	Period of occupancy:
Landlord / Agent Name (if applicable):		
Phone:	Email:	
Reason for leaving:		
Previous address:		
Own / Rent	Weekly rent: \$	Period of occupancy:
Landlord / Agent Name (if applicable):		
Phone:	Email:	

EMPLOYMENT

Are you employed? YES / NO		Full time / Part time / Casual / Contract / Other	
Current Occupation:		Current Employer:	
Managers name:	Phone:	Email:	
Length of Employment: years months	I get paid: weekly / fortnightly / monthly		
Net weekly income: \$		Annual income: \$	

SELF EMPLOYMENT

Business Name:		ABN:	
Address of business:			
Net weekly income: \$		Length of self employment: years months	

REFERENCES (referees must not be a relation, and must be contactable within 24hours of application submission)

Professional Referee:	Relationship:	Phone:
Personal Referee:	Relationship:	Phone:

100 POINT IDENTIFICATION (You are required to meet the 100 point identification criteria upon submission of your application form and you agree to the agent/lessor photocopying all items to retain as part of your application.)

10 points: <input type="checkbox"/> Medicare Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Motor Vehicle Registration
30 points: <input type="checkbox"/> Bank Statements <input type="checkbox"/> Recent Utility Account (phone / electricity / gas)
40 points: <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Last four (4) rent receipts <input type="checkbox"/> Tenant Ledger <input type="checkbox"/> 18+ Card

INCOME (You are also required to supply the agent/lessor with proof of your income upon submission of your application.)

Employed: <input type="checkbox"/> Last two (2) pay slips
Self Employed: <input type="checkbox"/> Bank Statements <input type="checkbox"/> Group Certificate or <input type="checkbox"/> Accountants Letter

PRIVACY DISCLOSURE STATEMENT

City Realty QLD is 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 and suitability for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer, your referees and any Tenancy Default Database. 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. We may disclose details about any defaults under the tenancy to which this application relates to any tenancy default database including Tenancy Information Centre of Australia (TICA). 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, have read the Privacy Disclosure Statement and acknowledge, authorise and consent to City Realty QLD collecting and using information as outlined above. I declare that I have inspected the premises and are satisfied with the current condition and cleanliness of the property. If my application is successful I agree to pay the balance of the first two weeks rent and sign the General Tenancy Agreement within 24 hours of approval.

Applicant Name:	Signature:	Date:
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