

# TENANCY APPLICATION FORM

Thank you for choosing Linzen Real Estate. Please complete the information requested below and return to us as soon as possible. **Please note that each tenant over 18 years of age requires one application form each.**

## PART 1: PROPERTY DETAILS

### AGENT DETAILS

AGENCY NAME		
LINZEN REAL ESTATE PTY LTD		
ADDRESS	STATE	POSTCODE
SHOP 1A, 27 DISCOVERY DRIVE NORTH LAKES (PO BOX 1550)	QLD	4509
OFFICE PHONE	MOBILE	EMAIL
1300 766 261	0418 147 876	<a href="mailto:rentals@linzen.com.au">rentals@linzen.com.au</a>

### PROPERTY

Please complete the details belonging to the property you wish to rent:

ADDRESS	STATE	POSTCODE	
VIEWED THE PROPERTY?	RENT	PER	BOND
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Week <input type="checkbox"/> Fortnight <input type="checkbox"/> Month	
TENANCY LENGTH	TENANCY TERM	START DATE	END DATE
	<input type="checkbox"/> Fixed <input type="checkbox"/> Periodic		

### OUR MOVING SERVICE



Successful applicants will be contacted by one of our **Linzen Connect** team members to discuss the connection of services such as electricity, gas, water, and broadband. We can also source obligation free quotes for removalist, storage, cleaning, maintenance services and so much more.

## PART 2: APPLICANT DETAILS

### CONTACT DETAILS

FULL NAME			DATE OF BIRTH
EMAIL	MOBILE PHONE	WORK PHONE	HOME PHONE

### IDENTIFICATION

DRIVER'S LICENCE NUMBER	STATE	EXPIRY DATE	NUMBER OF VEHICLES	REGISTRATION NUMBER/S
OR	PASSPORT NUMBER	EXPIRY DATE	COUNTRY	

### DEPENDANTS

Do you have any dependants?

Yes  No

DEPENDANT FULL NAME/S	RELATIONSHIP TO APPLICANT	DEPENDANT DATE OF BIRTH

### SMOKING

Do you or any of the dependants smoke?

Yes  No

### PETS

Do you intend to keep pets at the property?

Yes  No

NUMBER OF PET/S	TYPE OF PET/S
ARE THEY REGISTERED WITH A COUNCIL?	WHICH COUNCIL? (if applicable)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## RENTAL HISTORY

CURRENT RESIDENTIAL ADDRESS		STATE	POSTCODE
CURRENT AGENT OR LESSOR (if renting)	PHONE	EMAIL	FAX
CURRENT RENT	PER	REASON FOR LEAVING	
\$	<input type="checkbox"/> Week <input type="checkbox"/> Fortnight <input type="checkbox"/> Month		

PREVIOUS RESIDENTIAL ADDRESS		STATE	POSTCODE
TYPE OF OCCUPANCY		PERIOD OF OCCUPANCY	
<input type="checkbox"/> Rent <input type="checkbox"/> Owner <input type="checkbox"/> Other _____			
PREVIOUS AGENT/LESSOR (if applicable)	PHONE	EMAIL	FAX
PREVIOUS RENT	PER	REASON FOR LEAVING	
\$	<input type="checkbox"/> Week <input type="checkbox"/> Fortnight <input type="checkbox"/> Month		

## EMPLOYMENT DETAILS

Are you currently employed? (If not, please provide details of previous employer, if any)

Yes  No

OCCUPATION		EMPLOYMENT TERMS		
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self-employed		
EMPLOYER / BUSINESS NAME		DATE OF COMMENCEMENT	DATE OF TERMINATION (if applicable)	
ADDRESS			STATE	POSTCODE
PHONE	EMAIL		FAX	
IF SELF-EMPLOYED, LIST ACCOUNTANT'S NAME			PHONE	

## CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments?

Yes  No

DESCRIPTION OF PAYMENTS (if applicable)	TOTAL INCOME (PER WEEK)	COMMENCEMENT DATE
	\$	

## STUDENT DETAILS

Are you studying full-time?

Yes  No

NAME OF INSTITUTION	STUDENT ID NUMBER
ARE YOU AN OVERSEAS STUDENT?	VISA EXPIRY DATE (if applicable)

## PERSONAL REFERENCES

Please do not list relatives, another applicant, or partners. Please provide business hours contact numbers.

REFEREE 1 (name)	RELATIONSHIP TO APPLICANT		
ADDRESS	STATE	POSTCODE	PHONE

REFEREE 2 (name)	RELATIONSHIP TO APPLICANT		
ADDRESS	STATE	POSTCODE	PHONE

## EMERGENCY CONTACT

NAME	PHONE	RELATIONSHIP TO APPLICANT

## PART 3: SUPPORTING DOCUMENTS

### IDENTIFICATION

You are required to meet a criteria of **100 points of identification upon submission of your application**. The agent/lessor may photocopy and retain these items as part of your application. Please tick the documents you have provided. **At least ONE form of photo ID MUST be provided.**

#### 70 points

- Passport
  Full birth certificate
  Citizenship certificate

#### 40 points

- Australian driver's licence
  Student photo ID
  Department of Veteran Affairs card  
 Centrelink card
  Proof of age card
  State/Federal government ID

#### 25 points

- Medicare card
  Council rates notice
  Motor vehicle registration  
 Phone bill
  Electricity bill
  Gas bill  
 Tenancy history ledger
  Bank statement
  Credit card statement  
 Last FOUR rent receipts
  Rent bond receipt
  Previous tenancy agreement

### PROOF OF INCOME

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

- Employed: Last TWO pay slips
- Self-employed: Bank statements, group certificate, tax return or accountant's letter
- Unemployed: Centrelink statement

## PART 4: DECLARATIONS

### RENTAL HISTORY

#### PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE OR FALSE

I, the applicant:

Have never been evicted by an agent/lessor  True  False

Have no known reasons that would affect my ability to pay rent  True  False

Was refunded the rental bond for my last address in full (if applicable)  True  False

If false, please advise what deductions were made from your bond \_\_\_\_\_

Have no outstanding debt to another agent/lessor  True  False

If false, why are you in debt to your past agent/lessor? \_\_\_\_\_

## TENANCY

Initial payment must be made by EFT after approval of the application. No personal cheques will be accepted. Keys will not be handed over until the lease agreement has been signed by all applicants. Rent and bond will be received in our trust account.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and agent should any circumstance arise whereby the property is not available for occupation on the due date. Keys will not be handed over until the lease has been signed by all applicants and funds are cleared in our account.

<b>YOUR SIGNATURE</b>		<b>DATE</b>	
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## PRIVACY

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should the application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application (including that I have inspected the property and I am not bankrupt) I, the tenant, accept the property in the condition it was in when inspected.

I consent to the disclosure of this page of the Tenancy Application for the purpose of notifying Linzen Connect to contact me with regards to services related to moving home. I acknowledge that neither the agent or Linzen Connect accept any responsibility for the delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any such loss in connection such delay or failure. I acknowledge that the agent and Linzen Connect may receive a benefit in relation to any services organised.

I authorise the agent to obtain personal information about me from:

- a) The owner or agent of my current or previous residences
- b) My personal referees and employers
- c) Any record listing or database of default by tenants. If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy database, and to agents/landlords of properties I apply for in the future.

I am aware that the agent will use and disclose my personal information within this application to:

- a) Communicate with the owner and select a tenant
- b) Prepare lease/tenancy documents
- c) Allow tradespeople or equivalent organisations to contact me
- d) Lodge/claim/transfer to/from a bond authority
- e) Refer to tribunals/courts and statutory authorities (where applicable)
- f) Refer to collection agents/lawyers (where applicable)
- g) Complete a check with NTD (National Tenancies Database) or equivalent

I am aware that if the information is not provided or if I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details provided.

<b>YOUR SIGNATURE</b>		<b>DATE</b>	
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