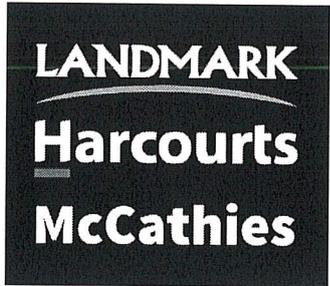


262 Queen Street, Ayr, 4807.

Phone: 07 4783 1911 Fax: 07 4783 5098

Email: rentals.mccathies@landmarkharcourts.com.au



Property Address:

\_\_\_\_\_

**SCHEDULE A**

**Rental Application Requirements:**

- 100 (one hundred) points of identification
- 2 x recent pay slips
- Bank statements/ Centrelink statements
- Deposit equal to the first weeks rent value (please note this is a non refundable deposit if you change your mind once your application has been approved. Please refer to note on deposits)

To assist you in ensuring your application is processed in an expedient manner, ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full, including contact details or referees
- All applicants have signed the application where indicated

FAILURE TO COMPLETE YOUR APPLICATION IN FULL AND RETURN WITH THE REQUIRED DOCUMENTATION WILL DELAY PROCESSING AND COULD RESULT IN THE PROPERTY BEING LEASED TO ANOTHER APPLICANT.

We recommend that to assist in ensuring the processing of your application, that you request from previous agencies:

- A copy of your tenant ledger
- A letter recommending you as a tenant, including dates of your lease, weekly rent paid, details of inspections whilst a tenant and a contact name for McCathies Real Estate Pty Ltd to confirm details with

If you have rented several properties over the past three years, we require information from all past agents or property owners, if privately leased. One application is to be completed per person.

*Applications take up to 48 hours to process (providing all relevant referees can be contacted).*

On acceptance of this application, all applicants are required to meet at this office at a scheduled time to pay at least one weeks of rent and also to sign the lease agreements. It will then be necessary for you to pay the balance of the money, being the bond (equivalent to 4 weeks rent) and second weeks rent prior to the commencement of the lease.

Please note – the property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of one weeks rent has been paid.

This application must be accompanied by copies of documentation from those listed in the application for the 100 points identification check. Please note – this must include a driver's license, passport or 18+ card. Your original driver's license will be required to be sighted at the time of handing in your application.

I have read and understood all the requirements above and my signature below bear witness to this.

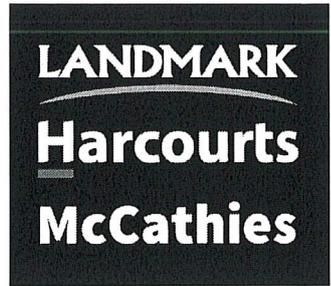
.....

Dated: ...../...../.....

262 Queen Street, Ayr, 4807.

Phone: 4783 1911 Fax: 4783 5098

Email: [rentals.mccathies@landmarkharcourts.com.au](mailto:rentals.mccathies@landmarkharcourts.com.au)



**COLLECTION NOTIFICATION**

**Consent**

I,	
----	--

(Full name)

of	
----	--

(Residential Address)

Agree that for the purpose of this Application for Tenancy, the owner or agent may make enquiries of the person given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the owner or agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process the Application for Tenancy properly or manage the tenancy properly.

Signed:	
---------	--

Date:			/			/	2	0		
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Parent/Guardian Signature  
(if under 18 years of age)

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## Written Notice about Use of Tenancy Databases

Section 458a Residential Tenancies and Rooming Accommodation Act 2008 Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator.

The database we use is:-

TICA Default Tenancy Control Pt Ltd  
Telephone: 1902 220 346

## Access to, and correction of personal information

You have the right to request access to your information and to request that Landmark Harcourts McCathies update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

## Contacting Us

You may contact us by mail, email or telephone as follows:



262 Queen Street, Ayr, 4807.



07 4783 1911



[rentals.mccathies@landmarkharcourts.com.au](mailto:rentals.mccathies@landmarkharcourts.com.au)

[www.burdekin@landmarkharcourts.com.au](http://www.burdekin@landmarkharcourts.com.au)

· Sales · Property Management · Auctioneers · Body Corporate Managers

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

McCathies Real Estate Pty Ltd trading as Landmark Harcourts McCathies

ADDRESS: 262 Queen Street

SUBURB: AYR

STATE: QLD POSTCODE: 4807

PHONE:

07 4783 1911

MOBILE:

FAX:

07 4783 5098

EMAIL:

rentals.mccathies@landmarkharcourts.com.au

### ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

## PART 2: APPLICANT DETAILS

### ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

Yes

No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

### ITEM 4: DEPENDANTS

Do you have any dependants?

Yes

No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

### ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

Yes

No

### ITEM 6: PETS

Do you intend to keep pets at the property?

Yes

No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

Yes

No

If Yes, please state which council:

INITIALS

**ITEM 7: APPLICANTS ADDRESS HISTORY**

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_  
SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  Rent  Owner  Other: → \_\_\_\_\_

CURRENT AGENT/LESSOR (if renting): \_\_\_\_\_ AGENT/LESSOR PHONE: \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS RESIDENTIAL ADDRESS: \_\_\_\_\_  
SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  Rent  Owner  Other: → \_\_\_\_\_

PREVIOUS AGENT/LESSOR: \_\_\_\_\_ AGENT/LESSOR PHONE: \_\_\_\_\_

PREVIOUS RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

**ITEM 8: EMPLOYMENT DETAILS**

Are you employed?  Yes  No (if no, please provide details of previous employer, if any)

Employment status:  Full time  Part time  Casual  Contract  Self employed

OCCUPATION: \_\_\_\_\_ NET INCOME (per week) \$ \_\_\_\_\_

DATE COMMENCED EMPLOYMENT (approx.) \_\_\_\_\_ DATE TERMINATED EMPLOYMENT (if any): \_\_\_\_\_

EMPLOYER/BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

IF SELF EMPLOYED, ACCOUNTANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ITEM 9: CENTRELINK PAYMENTS**

Are you receiving any regular Centrelink payments?  Yes  No

DESCRIPTION OF PAYMENT(S): \_\_\_\_\_

TOTAL INCOME (PER WEEK): \$ \_\_\_\_\_ DATE PAYMENTS COMMENCED: \_\_\_\_\_

**ITEM 10: STUDENT DETAILS**

Are you studying full time?  Yes  No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: \_\_\_\_\_ STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

Are you an overseas student?  Yes  No If yes, Visa expiry date: \_\_\_\_\_

**ITEM 11: PERSONAL REFERENCES**

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

REFEREE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

**ITEM 12: PERSONAL REPRESENTATIVE**

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

**PART 3: SUPPORTING DOCUMENTS**

**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

**70 Points**

Passport

Full birth certificate

Citizenship certificate

**40 Points**

Australian Driver's Licence

Student Photo ID

Department of Veterans Affairs card

Centrelink card

Proof of age card

State/Federal Government Photo ID

**25 Points**

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

**ITEM 14: 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.

**Not employed:** Centrelink statement.

**PART 4: DECLARATION**

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

- 1. Have never been evicted by an Agent/Lessor  True  False
- 2. Have no known reasons that would affect my ability to pay rent  True  False
- 3. 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?

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- 4. Have no outstanding debt to another Agent/Lessor?  True  False

If false, why are you in debt to your past Agent/Lessor?

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**PART 5: ACKNOWLEDGEMENT**

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No
- 2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.  Yes  No
  - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.  Yes  No
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.  Yes  No
- 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.  Yes  No
- 4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.  Yes  No
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.  Yes  No
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent.  Yes  No
- 8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.  Yes  No
- 9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*.  Yes  No
- 10. Declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_