

# Tenancy Application Form – QLD

**Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.**

## Please read prior to completing your application.

1. You will need to make your own enquires as to the availability of NBN or any other service you require.
2. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent (For properties up to \$700pw), and the first 2 weeks rent prior to moving in. Minimum payment of 2 weeks rent is required to be paid within 48 hours of approval. Payment is made via direct deposit into a nominated trust account.
3. You will be required to attend a sign-up appointment within 72 hours of approval to sign lease documentation.
4. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, QLD Lifestyle Real Estate, will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

## Rent Payment

- ☒ Direct Electronic Funds Transfers is our preferred rent payment method.  
Please speak to your property manager about other payment options if required.

## Applicants Checklist

Before I submit this application, I/we have:

- ☐ Attached photocopies of supporting documents (see below)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

You are required to meet a satisfactory identification criteria and proof of income upon submission of your application. Please submit at least 2 items from each section. The agent may photocopy any item and retain as part of your application. When submitting an application you must include at least one form of PHOTO identification per applicant.

### Section One

- ☐ Drivers Licence / Proof of Age Card
- ☐ Passport / Citizenship Certificate / Birth Certificate
- ☐ VISA – Work, Student or Residency
- ☐ Student ID Card
- ☐ Centrelink Card / Department of Veteran Affairs Card

### Section Two

- ☐ Current Pay Slips (minimum of 2)
- ☐ If new job - Letter of confirmation incl. salary
- ☐ Statement of Centrelink Entitlements
- ☐ Copy of Bank Statements for last 3 months transactions
- ☐ Accountants letter / Group Certificate / Last Tax Return

### Section Three

- ☐ Previous 4 rent receipts (or ledger)
- ☐ Council Rates
- ☐ Motor vehicle registration
- ☐ Utilities or phone account

## Property Details

Address			
Suburb		State	Postcode
Rent \$	Rent period (weekly / fortnightly / monthly)		Bond \$
Tenancy term		<input type="checkbox"/> Fixed term agreement <input type="checkbox"/> Periodic agreement	
Starting on		Ending on	

## Primary Contact

First name		Last name		Mobile	
Email				Date of birth	
Drivers licence No.	State of issue	Passport No.		Country of issue	
Number of vehicles	Car Rego	Any trailers, caravans or boats			

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of kin) – Not another applicant or person applying for the same property.

Name	Relationship to you	Mobile
Address		

## Dependants

Do you have any dependants? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dependants full name(s)	Relationship to applicant	Dependant date of birth

## Smoking

Are you or any of the proposed residents living with you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## Pets

Do you intend to keep any pets at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of pets
Type of pet/s	Are your pets registered with a council? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state which council?	Are they vaccinated to date & microchipped? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Current Address Details

☐ Rent ☐ Own ☐ Boarding ☐ Other (please check one)

Current address	
Current rent / mortgage per week \$	How long have you lived there? years months
Agent / landlord	Mobile
Email	Reason for leaving

## Previous Address Details

☐ Rent ☐ Own ☐ Boarding ☐ Other (please check one)

Property address	
Rent per week \$	How long have you lived there? years months
Agent / landlord	Mobile
Was your bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please specify

## Current Employment / Self Employed

If less than 12 months in current job please also provide previous employment details.

Company name	Your position	FT / PT / CAS / CON
Payroll or accountant	Payroll / accountant phone / email	
Company address	Net income (after tax) \$	per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)	

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Company name	Your position	FT / PT / CAS / CON
Payroll or accountant	Payroll / accountant phone / email	
Company address	Net income (after tax) \$	per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)	

## Student

Please provide proof of enrolment and student visa if applicable

Are you a full time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Student No.
<input type="checkbox"/> TAFE <input type="checkbox"/> University Name of institution you are attending	
Are you an overseas student? <input type="checkbox"/> Yes <input type="checkbox"/> No	What are you studying?
Do you receive income from your parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount per week \$
Name of parents	Parents phone
Do you receive study benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of study benefits

## Centrelink Benefits

Are you receiving any regular Centrelink Payments? ☐ Yes ☐ No

Type	Amount per fortnight \$
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## Additional Source of Income?

Type	Amount per week / fortnight / month \$
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**Any other information you wish provide to accompany your application – eg: A bit about you;**

## Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

## 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. Have no outstanding debt to another Agent / Lessor ☐ True ☐ False

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

## 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
  - a. for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including TICA databases searches) as you consider reasonably necessary. ☐ Yes ☐ No
  - b. 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 the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms is available online for download and review at [www.qlre.com.au/renting/tenant-forms/](http://www.qlre.com.au/renting/tenant-forms/) ☐ Yes ☐ No
6. Acknowledge that the Information Statement (Form 17a) is available online for download and review at [www.qlre.com.au/renting/tenant-forms/](http://www.qlre.com.au/renting/tenant-forms/) ☐ 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 upon communication of acceptance of application and payment equivalent to to two weeks rent being received by agent. ☐ 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

## Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at [www.qlre.com.au](http://www.qlre.com.au)



Name of Primary Applicant	
Signature	Date

### FREE Utility Connection Service - with a difference!



Electricity  
Internet  
Pay TV

Gas  
Phone  
Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered.

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted-deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: [support@movemein.com.au](mailto:support@movemein.com.au)  
P: 1300 911 947 [www.movemein.com.au](http://www.movemein.com.au)

[www.qlre.com.au](http://www.qlre.com.au)