

# Tenancy Application Form

Please check and return your completed application and identification to:

**Address:** Ground Floor, 45 Victoria Street, Mackay Qld 4740

**Email:** pm@focusonmackay.com.au

**Phone:** 07 4863 4740

## APPLICANTS NAME/S

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

## PROPERTY DETAILS

Property address: \_\_\_\_\_

Requested commencement date of tenancy: \_\_\_\_\_

Requested lease term (circle):    6 months    12 Months    Other: \_\_\_\_\_

Rent amount per week: \$

## TENANCY APPLICATION CHECKLIST

- Tenancy application fully completed and signed
- All occupants over the age of 18 must fill out an application form whether a lease holder or approved applicant
- 100 Point Identification Check - The following identification has been photocopied and is attached to this

## 100 POINT IDENTIFICATION CHECK

**PLEASE NOTE:** 2 current income advice's and a minimum of 1 form of photo ID must be provided.  
Please provide a minimum of 100 points per applicant.

Form of Identification	Points	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Passport	40				
Driver's Licence	40				
Rates Notice	40				
Current Wage Advice (Min of 2)	30				
Bank Statement	30				
Other Photo ID	20				
Tenant Ledger	20				
Telephone Account	20				
Gas Account	20				
Electricity Account	20				

**Affordability:** Your rent affordability is calculated by taking your net weekly wage x 30%. e.g.,  
\$1,000 net per week x 30% = \$300 - this is how much rent per week you can afford.

# APPLICANT 1

## PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

## CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -

Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

## NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT 2

### PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

### CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -

Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

### STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

### NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_

# APPLICANT 3

## PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

## CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -

Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

## NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

# APPLICANT 4

## PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

## CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -

Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

## NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_  
\_\_\_\_\_



## PRIVACY DISCLOSURE 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 agent, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose your 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 the 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 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 referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize 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 authorize 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, salespeople, insurance companies, bodies corporate, other agents, and tenancy default databases.

## DECLARATION

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

Two week's rent	To be paid prior to commencement of tenancy
Bond (equivalent to 4 x weeks rent)	To be paid within 24 hours of approval
<b>TOTAL = 6 x weeks</b>	

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 give 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.

## SIGNATURES

..... Applicant 1 Name	..... Signature	Date / /
..... Applicant 2 Name	..... Signature	Date / /
..... Applicant 3 Name	..... Signature	Date / /
..... Applicant 4 Name	..... Signature	Date / /