

**ALL PEOPLE OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION**

**APPLICATION FOR RESIDENTIAL TENANCY**

For your application to be processed you must answer all questions (Including page 2 & 3) and sign where applicable.



Licensee: Garth Llewellyn T/A Action Realty Ipswich  
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Rent per Week \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_  
 Money required in cleared funds prior to moving in: Upon acceptance of your application, you will be required (within 24 hours) to pay 2 week's rent and all parties must sign the lease documents. The equivalent of 4 weeks rent to be paid as bond prior to, or on collection of keys. \* We do not accept Credit Card payments at any time, or cash on the weekend.

**APPLICATIONS ARE ACCEPTED IN THE OFFICE DURING THE FOLLOWING TIMES:**

9AM TO 4PM MONDAY TO FRIDAY – 10AM TO 2PM SATURDAY

In most instances, we are able to process your application within 48 hours if you have provided ALL relevant information. If we are unable to contact all your referees, this process may take longer. There is no need to call or come into the office for updates as you will be advised via sms/email of the progress of your application as it progresses through our system.

**If you have difficulty in reading or understanding English or difficulty in reading, please ensure you have a translator or someone else who can assist you to complete this Application Form and any subsequent documents you may need to sign and to be available in our office with you, or over the phone during your tenancy.**

**\*\* PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION:**

- **PHOTO ID – eg Drivers licence, 18+ Card, Passport**
- **PROOF OF INCOME – eg Current pay slips, Centrelink Statement**
- **PROOF OF CURRENT ADDRESS – eg Electricity Account, Telephone Account**

**A: RENTAL PROPERTY:** \_\_\_\_\_

Date you viewed this property with us: \_\_\_\_/\_\_\_\_/\_\_\_\_ (You must inspect the property before handing in the application)  
 When do you want to move in: \_\_\_\_\_ Lease Term (how long you would like to be there): \_\_\_\_\_  
 Will you be getting a Queensland Housing Bond Loan? Yes \_\_\_\_\_ No \_\_\_\_\_

**B: APPLICANTS DETAILS**

Mr  Ms  Miss  Mrs  Other   
**Full Name:** \_\_\_\_\_ **D.O.B** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Driver's License No:** \_\_\_\_\_ **18+ Card No:** \_\_\_\_\_ **Passport No:** \_\_\_\_\_  
 Are you known by another name? No  Yes \_\_\_\_\_ Maiden Name \_\_\_\_\_  
**Contact No:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Preferred method of communication with you: Email  SMS  Telephone  Fax   
 Please note that Tenant Newsletters/Notifications will be sent via Email or Post.

**Do you or any occupants Smoke?** NO/YES Inside/Outside \_\_\_\_\_

Full name & Date of Birth of **ALL** people wishing to occupy the property (including other Applicants and children) & the relationship to Applicant.

Name	Date Of Birth	Relationship to Applicant (ie child, friend, cousin)	Name	Date of Birth	Relationship to Applicant (ie child, friend, cousin)

**Vehicles to be kept at property:** (please indicate by circling and provide registration details)  
 Car \_\_\_\_\_ Boat \_\_\_\_\_ Trailer \_\_\_\_\_ Caravan \_\_\_\_\_ Motorbike \_\_\_\_\_ Other: \_\_\_\_\_

**Pets YES/NO** (check with agent)

Type	Breed	Age	Description (colour, gender)	Registered Yes or No	Registration Number	Inside or Outside

**C. CURRENT ADDRESS**

Address: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Is the property; 1) Rented see question (a) or 2) Owned see question (b)  
a) Rented: Rent per week \$ \_\_\_\_\_  
Name of Real Estate or Landlord: \_\_\_\_\_ Contact No: \_\_\_\_\_  
b) Owned: Who is/was the selling agent: \_\_\_\_\_

**D. PREVIOUS ADDRESS**

Address: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Is the property; 1) Rented see question (a) or 2) Owned see question (b)  
a) Rented: Rent per week \$ \_\_\_\_\_  
Name of Real Estate or Landlord: \_\_\_\_\_ Contact No: \_\_\_\_\_  
b) Owned: Who is/was the selling agent: \_\_\_\_\_

**E. INCOME DETAILS – all income is net or "take home" per week**

**Are you a) employed, b) self employed, c) student or d) on Centrelink (follow letters)**

a) If **Employed**:  
Occupation: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
Employer: \_\_\_\_\_ Weekly wage: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full time  Part Time  Casual  (average hours per week \_\_\_\_\_)

If at current employment for **less** than 12 months please complete below  
Occupation: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
Employer: \_\_\_\_\_ Weekly wage: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full time  Part Time  Casual  (average hours per week \_\_\_\_\_)

**b) Self Employed**

Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
How long established: \_\_\_\_\_ ABN No. \_\_\_\_\_ Wages: \$ \_\_\_\_\_  
Accountant Details: \_\_\_\_\_

**c) If Student:**

Name of College, TAFE, UNI: \_\_\_\_\_  
Austudy \$ \_\_\_\_\_ Student ID No. \_\_\_\_\_

**d) If on Centrelink:**

Benefit Type: \_\_\_\_\_ Allowance: \$ \_\_\_\_\_

**Other Income:** \_\_\_\_\_ \$ \_\_\_\_\_

**F. BANKRUPTCY: Have you ever declared bankruptcy? No/Yes Please provide details:** \_\_\_\_\_

**G. PERSONAL REPRESENTATIVE TO BE CONTACTED IN CASE OF EMERGENCY (NOT SOMEONE LIVING AT THE PROPERTY)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No/s. H: \_\_\_\_\_ M: \_\_\_\_\_ B: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**H. REFERENCES – Please provide two (2) referees that are not a relative, other applicant or partner, and provide their day time contact numbers.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

• Have you ever been evicted or are you in debt to another Landlord or Agent? YES/NO  
If yes give details: \_\_\_\_\_

• Have you ever been registered on any Tenancy Information Database (Black Listed)? YES/NO  
If yes give details: \_\_\_\_\_

- Are you an Australian Resident? YES/ NO (*An Australian resident is a person who: resides in Australia, and is one of the following: an Australian citizen, or the holder of a permanent Visa, or a protected Special Category Visa holder*).
- Do you have an Australian Government VISA? NO/YES If yes, (provide copy) Type: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_
- How did you find out about this rental property? Queensland Times Newspaper  Telephoned  Rental List  Internet   
First Priority Notification  For Rent Sign  Recommended by family/friend   
 Other \_\_\_\_\_
- Would you like DIRECT CONNECT to organise the connection of your utility services? (free of charge) ie power, gas, phone, etc.  
YES/NO

#### DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent and 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. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will and that I have inspected the premises.

I acknowledge that:

1. This application is subject to the approval of the owner/landlord and accepts that if this application is denied, the agent is not legally obliged to provide reasons as to why. 2. I have been made aware of the agency's Privacy Policy. 3. My personal property is not covered under any Lessor insurance policy/s and I understand that it is my responsibility to insure my own belongings, including cars.

- (Please tick) I agree to receive information via electronic communication as per any email address or facsimile number provided on this application in accordance with the provision set out in Chapter 2 of the Electronic Transactions (QLD) Act 2011 (Qld) and the Electronic Transactions Act 1999 (Cth).**
- (Please tick) I acknowledge having read the General Tenancy Agreement (Form 18a) associated with this property including the Essential Terms & Conditions & any special terms before completing this application.**
- (Please tick) I acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.**

I authorize the Agent to obtain personal information from:

- A. The Owner or the Agent of my current or previous residence  
B. My personal referees and employers  
C. Any record, listing or database of defaults by tenants

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agent/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- A. Communicate with the owner and select a tenant  
B. Prepare lease/tenancy documents  
C. Communicate with the personal representative as provided by the tenant in appropriate circumstances  
D. Allow organizations/insurance companies/body corporates/trades people/salespeople/other real estate agents to contact me  
E. Lodge/claim/transfer to/from the Residential Tenancies Bond Authority  
F. Refer to Tribunals/Courts & Statutory Authorities (where applicable)  
G. Refer to collection agents/lawyers (where applicable) – any fees incurred will be the responsibility of the applicant  
H. Refer to previous agents/Landlords stated on the application or are located following any database searches

I am aware that if information is not provided or 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 personal information on the contact details above.

I agree that should my application not be successful that Action Realty Ipswich will retain the application form and associated documents for no longer than 3 months after which time the documents will be shredded.

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