



1/455 Oxley Dr, Runaway Bay QLD 4216  
Ph: (07) 56650555 Fax: (07) 5537 1107  
Email: [rentals@prdrunawaybay.com.au](mailto:rentals@prdrunawaybay.com.au)

## **ADDITIONAL TERMS & INFORMATION FORMING PART OF THE TENANCY APPLICATION**

**PROPERTY:**.....

### **HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?**

Provided all details requested including contact information for: Employers, referees, previous landlords or agents, are provided as requested and we are able to contact them your application should be finalized within 2 business days.

We will then contact you to advise that your application is acceptable and arrange for you to receive a copy of the lease agreement together with any special conditions included. We will also make an appointment for signing of the lease and deposit payment.

You will be given a maximum of 24 hours to read and confirm your agreement with the lease conditions, call at our office and pay a weeks rent deposit and sign the Lease Agreement.

All parties to the Lease must attend the sign-up appointment unless special arrangements are agreed by our office.

It is important that you attend at the time arranged for signing your lease. If you do not attend at the appointed signup time we will assume you no longer require the property and it will be re-leased and allocated to the next suitable tenant.

### **TELEPHONE LANDLINES**

In some properties due to the service provider's lack of available lines, installation is not always available immediately. This is unfortunately out of our control.

### **HOW DO I PAY MY RENT**

Our office no longer accepts cash payments. We provide our tenants with the following methods for rental payments;

#### **INTERNET & BPAY VIA TELEPHONE BANKING (USING RENTCARD ONLY)**

A Rentcard personally identified will be setup for you with your own individual tenant code both internet & phone banking to identify your rent payments when they are received into our Trust Account.

A fee of \$1.25 per transaction is charged for this service (Therefore if you pay fortnightly you will be charged \$2.50 per month).

**EFTPOS** is available at our office and a fee of \$1.25 per transaction is payable for this service.

#### **PERSONAL CHEQUE / MONEY ORDER / BANK CHEQUE**

There is no fee for this method of payment other than any fee charged by your Bank

**DISHONOURS** are charged at \$25.00 per dishonour by our office and you may also receive a charge from your own bank for this.

I confirm that I have read the above terms forming part of the attached Tenancy Application.

.....  
SIGNED BY TENANT

.....  
SIGNED BY TENANT

# Application for Residential Tenancy

(One application to be completed per person)

**REIQ**

The Real Estate Institute  
of Queensland  
Accredited Agency

## Part 1 Rental Property Details

### Item 1: Agent Details

Agency name:

FANBRIDGE PTY LTD T/AS PRD NATIONWIDE RUNAWAY BAY

Address:

1/455 Oxley Dr,  
Runaway Bay, QLD 4216

Phone:

07 5665 0555

Mobile:

Fax:

07 5537 1107

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

### Item 2: Property Details

Property address

Rent \$

a week ☐

a fortnight ☐

a month ☐

Bond \$

Tenancy term

Insert "fixed term agreement" or "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:

**Item 7: Applicants Address History****Current residential address**

Period of occupancy

Type of occupancy:

☐ Rent☐ Owner☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

Reason for leaving:

**Previous residential address**

Period of occupancy

Type of occupancy:

☐ Rent☐ Owner☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

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

Address

Phone

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**

<input type="text"/>	Relationship <input type="text"/>
Address <input type="text"/>	Phone/Mobile <input type="text"/>

**Referee 2**

<input type="text"/>	Relationship <input type="text"/>
Address <input type="text"/>	Phone/Mobile <input type="text"/>

**Item 12: Personal Representative**

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

**Representative 1**

<input type="text"/>	Relationship <input type="text"/>
Address <input type="text"/>	Phone <input type="text"/>

**Representative 2**

<input type="text"/>	Relationship <input type="text"/>
Address <input type="text"/>	Phone <input type="text"/>

**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**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full birth certificate | <input type="checkbox"/> Citizenship certificate |
|-----------------------------------|---|--|

**40 Points**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Australian driver's licence | <input type="checkbox"/> Student Photo ID  | <input type="checkbox"/> Department of Veterans Affairs card |
| <input type="checkbox"/> Centrelink Card             | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal Government Photo ID   |

**25 Points**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Medicare card           | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone bill          | <input type="checkbox"/> Electricity bill     | <input type="checkbox"/> Gas bill                   |
| <input type="checkbox"/> Tenancy History Ledger  | <input type="checkbox"/> Bank statement       | <input type="checkbox"/> Credit card statement      |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt    | <input type="checkbox"/> 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?
4. have no outstanding debt to another agent/lessor? ☐ True ☐ False  
If false, why are you in debt to your past agent/lessor?

## 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 been made aware of the agency's Privacy Policy. ☐ 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