

571 Ross River Road
KIRWAN QLD 4817
P: 4773 1006
F: 4773 4669



Date received: _____
Time: _____
Taken by: _____

APPLICATION FOR TENANCY

ITEM 1: RENTAL PROPERTY DETAILS

Address: _____
Suburb: _____ State: _____ Postcode: _____
Date Property Inspected: _____
Rent: \$ _____ Rent period: Weekly/ Fortnightly/ Monthly Bond: \$ _____
Tenancy Term: _____ Starting on: _____ Ending on: _____

ITEM 2: Applicants Details

APPLICANT 1

Name: _____
Have you been known by any other name(s)?
 Yes No
If Yes, what other name(s) have you be known by?

Date of Birth: _____
Phone Number: _____
Mobile Number: _____
Work Number: _____
E-mail Address: _____

Photo ID No: _____ State: _____
Number of Vehicles: _____
Registration Number(s): _____
State: _____

Do you have any dependants? YES NO
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____

Smoker: YES NO

Do you intend to keep pets at the property?
 YES NO

Type: _____ Breed: _____ No: _____
Type: _____ Breed: _____ No: _____
Type: _____ Breed: _____ No: _____

Are your pets registered with a council?
 YES NO

APPLICANT 2

Name: _____
Have you been known by any other name(s)?
 Yes No
If Yes, what other name(s) have you be known by?

Date of Birth: _____
Phone Number: _____
Mobile Number: _____
Work Number: _____
E-mail Address: _____

Photo ID No: _____ State: _____
Number of Vehicles: _____
Registration Number(s): _____
State: _____

Do you have any dependants? YES NO
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____
Full Name: _____ Age: _____

Smoker: YES NO

Do you intend to keep pets at the property?
 YES NO

Type: _____ Breed: _____ No: _____
Type: _____ Breed: _____ No: _____
Type: _____ Breed: _____ No: _____

Are your pets registered with a council?
 YES NO

ITEM 3: APPLICANTS ADDRESS HISTORY

Current Address: _____

Period of Occupancy: _____
 Rent Owner
Other: _____
Current Agent Lessor: _____
Agent/Lessor Phone: _____
Current Rent: _____
Reason for Leaving: _____

Previous Address: _____

Period of Occupancy: _____
 Rent Owner
Other: _____
Current Agent Lessor: _____
Agent/Lessor Phone: _____
Current Rent: _____
Reason for Leaving: _____

Current Address: _____

Period of Occupancy: _____
 Rent Owner
Other: _____
Current Agent Lessor: _____
Agent/Lessor Phone: _____
Current Rent: _____
Reason for Leaving: _____

Previous Address: _____

Period of Occupancy: _____
 Rent Owner
Other: _____
Current Agent Lessor: _____
Agent/Lessor Phone: _____
Current Rent: _____
Reason for Leaving: _____

ITEM 4: EMPLOYMENT

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 p/w:\$ _____
Date Commenced: _____
Date Terminated (if any): _____
Employer/Business Name: _____
Contact Name: _____
Phone Number: _____
If Self Employed, Accountants Name:

Phone: _____

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 p/w:\$ _____
Date Commenced: _____
Date Terminated (if any): _____
Employer/Business Name: _____
Contact Name: _____
Phone Number: _____
If Self Employed, Accountants Name:

Phone: _____

ITEM 5: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink
payments? YES NO
Description of Payment: _____

Total Income P/W: _____
Date Payments Commenced: _____

Are you receiving any regular Centrelink
payments? YES NO
Description of Payment: _____

Total Income P/W: _____
Date Payments Commenced: _____

ITEM 6: 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: _____

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 7: PERSONAL REFERENCES – Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1: _____
Relationship: _____
Address: _____

Phone Number: _____

Referee 2: _____
Relationship: _____
Address: _____

Phone Number: _____

Referee 1: _____
Relationship: _____
Address: _____

Phone Number: _____

Referee 2: _____
Relationship: _____
Address: _____

Phone Number: _____

ITEM 8: NEXT OF KIN – Must be a relative outside application

Name: _____
Address: _____

Relationship: _____
Phone Number: _____

Name: _____
Address: _____

Relationship: _____
Phone Number: _____

ITEM 9: SUPPORTING DOCUMENTS – You are required to meet 100 point identification criterion upon submission of your application. The Agent will photocopy supporting documents and retain as part of your application.

IMPORTANT: ONLY ONE FORM OF PHOTO IDENTIFICATION MUST BE PROVIDED & WILL BE ACCEPTED

40 POINTS

- Passport/ Drivers Licence/ 18+ Card / Other Photo ID (only 1 required)

30 POINTS

- Telephone Account Electricity Account Gas Account Bank Statement

20 POINTS

- Tenancy Ledger Previous Tenancy Agreement 4 Rent Receipts Bond Receipts

15 POINTS

- Vehicle Registration Pension Card Council or Water Rates Health care card

10 POINTS

- Medicare card Birth Certificate

ITEM 10: 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 statement, Group Certificate, Tax Return or Accountant's Letter

Not Employed: Centrelink Statement

ITEM 11: DECLARATION

Full Name of Applicant/s: _____

PART A:

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

PART B:

Has your tenancy ever been terminated by a landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Have you ever been refused a property by any landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Are you in debt to another landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Have any deductions ever been made from your rental bond? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Is there any reason known to you that would effect your future rental payments? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____

Has your tenancy ever been terminated by a landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Have you ever been refused a property by any landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Are you in debt to another landlord or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Have any deductions ever been made from your rental bond? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____
Is there any reason known to you that would effect your future rental payments? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ _____

I/We acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

I/We the applicant/s hereby authorise you, as the agent to conduct an enquiry with the Tenancy Information Centre Australia Pty Ltd, and any search which may verify the information provided by me/us. I/We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

I authorise the Agent to forward a questionnaire to all previous Agents and/or Lessor where I have rented, and request the previous Agents and/or Lessors to honestly complete the survey as quickly as possible so that I will not be delayed in finding accommodation.

Applicants Signature: _____ **Date:** _____

Applicants Signature: _____ **Date:** _____

In the presence of: _____ **Date:** _____

ITEM 12: Privacy Act Acknowledgement for tenants.

In order to process this application, all questions must be answered fully. This completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the above property on the / / and accept that the property is for rent in its current condition as inspected.
2. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
3. **I/we agree that on acceptance of this application the BOND (equivalent to four weeks rent) must be paid within 24 hours at which time the Form 18a, 17a, Form 2 and Body Corporate By-laws are given and signed**
4. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
5. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/We will not raise any objection for not being provided a reason for any rejection of this application.
6. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
7. **PLEASE NOTE: UNTIL THE LEASE IS SIGNED AND MONEY PAID, THE PROPERTY WILL STILL BE OFFERED TO OTHER APPLICANTS.**
8. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full.
9. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
10. In accordance with section 18n (1)(b) of the Privacy Act I authorize you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.
11. I/We authorize our employer to give any and all information required regarding our current status of employment and remuneration details.

Applicants Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

Agent's Signature: _____ Date: _____