

TENANT APPLICATION INFORMATION

Applicants **MUST** inspect the property prior to being approved

- Applications will **NOT** be processed unless all information is supplied at the time of submission
- An application is to be filled out by **ALL** persons over 18 years of age who will reside in the premise
- The property will **NOT** be deemed as let to you until the application has been approved, the lease agreement signed and the 2 weeks rent deposit paid
- If you withdraw your application after being pre-approved your deposit is non-refundable.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed until ALL documents are given.

We require 100 checkpoints of identification using the following as a guide:

<u>Total Points</u>		<u>Document Type</u>	<u>Points</u>
	<u>One of the following photos ID must Provide as support Document.</u>	Drivers Licence	30 Points
		Passport	30 Points
		18+ Card	30 Points
	<u>One of the following income statements must provide as support document.</u>	Last 2 Payslips	30 Points
		Bank Statements	20 Points
		Centrelink Statement	20 Points
	<u>Other support document</u>	Council Rate Notice	10 Points
		Tenant Ledger	10 Points
		Reference Letter	10 Points
		Motor Vehicle Rego Papers	10 Points
		Medicare Card	10 Points
		Birth Certificate	10 Points

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

APPROVAL OF APPLICATION – Upon approval of your application, we require payment of 2 weeks rent as a holding deposit and the lease agreement to be signed 24 hours. If this is not received, the property is still considered available and may be given to another applicant. Please note If you withdraw your application after being pre-approved your deposit is non-refundable.

SIGNING OF THE TENANCY AGREEMENT & COLLECTION OF KEYS – All occupants must have signed the lease prior to collecting keys. The keys will not be released until commencement date shown in your lease documents

PAYMENT OF RENT AND BOND - Prior to taking possession of the property we the rental bond to be paid in full. All future rental payments can be made Direct Debit or we can process a credit card payment over the phone. It is also a requirement that your rent remains 2 weeks in advance throughout your tenancy.

CONNECTION OF UTILITIES – It is the tenants' responsibility for the payment of all utilities and to ensure that they are disconnected at the end of tenancy unless otherwise stated in the lease agreement. Part of Harcourts Beyond service is that we are able to provide free utilities comparison, to help you get the best value for money using both **Direct Connect** and **Aussie Bill Compare**.

TENANT DEFAULT AGENCY – This office is a member of the Tenancy Information of Australasia (TICA), which is a tenant default agency. Should you default or breach a term of your tenancy agreement, the details may be listed with TICA

BARCLAY MiS DEBT COLLECTION – Our office employs the services of Barclay MiS Debt Collection Agency to assist in recovering monies from tenants if default in rent occurs and if monies are outstanding at the time of vacate.

*For you to be accepted we are obliged to do extensive checks on behalf of the landlord

APPLICATION FOR TENANCY

PROPERTY

Property being applied for : _____ Rent per week: _____
Term of lease requested: _____ years _____ months Earliest move in date: _____

APPLICANT DETAILS

Full Name: _____ Date of Birth: _____
Home Phone: _____ Work Phone: _____ Mobile: _____
Email Address: _____ Drivers Licence No: _____
Smoker: YES / NO

Person to Contact in Case of Emergency (Must not be intended to live with you)

Name: _____ Relation to you: _____
Address: _____ Phone: _____
Email Address : _____

Occupants intending to reside at the property

Number of Adults: _____ Number of Dependants: _____
1. _____ Age _____ 2. _____ Age _____
3. _____ Age _____ 4. _____ Age _____
5. _____ Age _____ 6. _____ Age _____

Pets: YES / NO Number of Pets: _____

Type: _____ Age: _____ Registered with council: YES / NO Council: _____
Type: _____ Age: _____ Registered with council: YES / NO Council: _____
Type: _____ Age: _____ Registered with council: YES / NO Council: _____

Vehicles to be kept at the premise:

Make: _____ Model: _____ Registration: _____
Make: _____ Model: _____ Registration: _____
Make: _____ Model: _____ Registration: _____

Present Address:

Renting: YES / NO Owner Occupier: YES / NO Boarding/Lodging: YES / NO
Name of Agent / Owner: _____ Phone: _____ Fax: _____
Address: _____
Period of Occupancy: _____ Reason for Leaving: _____ Rent paid: _____

Previous Address:

Renting: YES / NO Owner Occupier: YES / NO Boarding/Lodging: YES / NO
Name of Agent / Owner: _____ Phone: _____ Fax: _____
Address: _____
Period of Occupancy: _____ Reason for Leaving: _____ Rent paid: _____

Income Details

Occupation: _____ Employer: _____
Address: _____ Phone: _____
Length of Employment: _____ FULL TIME / PART TIME / CASUAL Hours per week: _____
Net income (after tax): _____ Weekly / Fortnightly / Monthly

Occupation: _____ Employer: _____
Address: _____ Phone: _____
Length of Employment: _____ FULL TIME / PART TIME / CASUAL Hours per week: _____
Net income (after tax): _____ Weekly / Fortnightly / Monthly

IF STUDENT: Name of Institute Attending: _____

Name and Length of Course: _____

Are you receiving Government Assistance: YES / NO (Please Provide Proof)

Are you receiving Parental / Guardian Assistance: YES / NO (Please Provide Proof)

TERMS & CONDITIONS – AUTHORITY & PRIVACY DISCLAIMER

Applicants Name: _____

The applicant acknowledges that this application is subject to the final approval of the property owner / lesser. It is agreed that acceptance of this application is also subject to a satisfactory report as to the applicants credit worthiness.

The applicant acknowledges that they have received, read and understood the Tenancy Agreement which has been provided long with their application, as well as the Terms and Conditions of said application, prior to the signing and submission of the Application.

I (the applicant) do solemnly and sincerely declare that the information provided within this application is true and correct.

I have inspected the premises and wish to take a tenancy of such premises for a period of ____ years ____ months at a rental of \$_____ per week.

I (the applicant) acknowledge that if my application is pre-approved:

- I agree to pay the first two weeks rent in the amount of \$_____ to secure the property upon being notified that my application has been approved.
- Harcourts Beyond will require two weeks rent and four weeks bond prior to the commencement of the tenancy (holding deposit will be applied in part payment of bond).
- I understand I will be contacted by Direct Connect/Aussie Bill Compare / REA Connect for the connection for any utilities required.
- I understand if i withdraw my application/ change my mind after being approved my deposit is non-refundable.

Applicant signature: Date:

I do solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application.

I hereby give permission for Harcourts Beyond to request and receive any information required to assess my suitability as a tenant, such as previous rental records, salary/income details, and employment history.

I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application Guidelines and Form 18a.

Applicant signature: Date:



Harcourts Beyond
 956 Logan Road, Holland Park QLD 4121
 ABN: 49 736 889 288
 P (07) 3421 7222 F (07) 3036 5765
beyond.rentals@harcourts.com.au