



# Tenancy Application Form

Thank you for submitting a tenancy application form with Townsville City Real Estate. Your application will be processed by our property managers and then submitted to the owner of the property for a final decision to be made. Please keep in mind that your application cannot be processed and submitted unless all areas are filled in and we have all required information.

To ensure that you know you are capable of committing to paying the rent of this property here is a simple rent calculator that you can use to check.

Net weekly income \$      x 35% = weekly rent

**For example: \$400 x 35% = \$140**

We also use this calculator to give us an idea of what weekly rent you can afford.

## Property Details:

Address of Property: \_\_\_\_\_

Lease commencement date: \_\_\_\_\_ Lease term: \_\_\_\_\_

Number of children: \_\_\_\_\_ Number of pets: \_\_\_\_\_ Breed of pet \_\_\_\_\_

Names, ages of people other than Lessee to be residing at property: \_\_\_\_\_

## Personal Details

Given name(s) and surname: \_\_\_\_\_

PM Keys: \_\_\_\_\_

Current address: \_\_\_\_\_

Home ph: \_\_\_\_\_ Work ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Drivers license No & State: \_\_\_\_\_

Passport No & country: \_\_\_\_\_

## Next Of Kin

Given name(s) and surname: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Current Tenancy Details

Length of time at current address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Name of current landlord/agent and contact No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Rental History**

Previous address: \_\_\_\_\_

Length of time at above address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Name of landlord/agent and contact number: \_\_\_\_\_

**Current Employment**

Occupation: \_\_\_\_\_

Current employer: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name (payroll/UPR/manager): \_\_\_\_\_ Contact No: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

**Previous Employment**

Occupation: \_\_\_\_\_ Previous employer: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name (payroll/manager): \_\_\_\_\_ Contact number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

**Self Employed Details**

Company name: \_\_\_\_\_

Business type: \_\_\_\_\_

Business address: \_\_\_\_\_

Accountant name: \_\_\_\_\_ ABN number: \_\_\_\_\_

Net income: \_\_\_\_\_

**Referees**

Business referee (1): \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

Business referee (2): \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

Personal referee (1): \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

Personal referee (2): \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Please answer the following:**

- |  |           |
|--|-----------|
| Have any of your previous tenancies been terminated?           | Yes<br>No |
| Are you in debt to any other lesser or agent?                  | Yes<br>No |
| Is there an existing reason that may affect your rent Payment? | Yes<br>No |

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

<b>PRIVACY STATEMENT</b>
<p><b>PRIVACY DISCLOSURE STATEMENT OF TOWNSVILLE CITY REAL ESTATE</b></p> <p>We are an independently owned and operated business. We are bound by National Privacy Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered by the owner of relevant property or, if considered, may be rejected.</p>
<b>PRIVACY CONSENT</b>
<p>I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Townsville City Real Estate I authorise Townsville City Real Estate to collect information about me from:</p> <ol style="list-style-type: none"> <li>1. My previous letting Agents and/or Lessors;</li> <li>2. My personal referees, employers and all other references on this application;</li> <li>3. Any Tenancy Default Database (including TICA &amp; NTD) which may contain personal information about me. I also authorise Townsville City Real Estate 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 to include TICA and NTD.</li> </ol> <p>I authorise Townsville City Real Estate to refer my personal details to an arranger or service provider including trades people (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.</p> <p>I agree to be contacted by electronic and or/SMS methods.</p>

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Subject to Consent**

Processing of this application will not commence unless all sections have been completed and relevant documentation is provided at the time of submission of the application to the agency.

### HOLDING DEPOSIT

Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 87 (5) of The Residential Tenancies Act QLD, if the agreement is entered into by the applicant, the holding deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.

Section 85 Residential Tenancies Act QLD – A person may require a prospective tenant to pay, or accept from a prospective tenant a holding deposit.

Townsville City Real Estate and the applicant hereby agree to the following: Upon Application approval, payment of one week rent is to be paid as a Holding Deposit on the property. The tenant agrees to the agency and the option periods (as described in the regulations). Should the applicant withdraw their application within 24 hours of payment of the holding deposit to the agency, then the deposit will be refunded in full. After the option period the applicant agrees that the holding deposit will be forfeited.

I have read and agreed to and understand the above terms and conditions.

\_\_\_\_\_  
Tenant Name  
Declaration

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. I acknowledge that I will be required to pay the following amount:

Rent per week	\$
Two weeks rent	\$
Rental Bond	\$
<b>Subtotal</b>	<b>\$</b>
Less Holding Fee	\$
<b>Total amount payable on Signing Tenancy Agreement</b>	<b>\$</b>

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



