

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Professional Rentals Pty Ltd

ADDRESS: 29 Middle Street (accessible via Doig Street)

SUBURB: CLEVELAND

STATE: QLD PGSTCODE: 4163

PHONE:

07 3286 6644

MOBILE:

-

FAX:

07 3286 6844

EMAIL:

prorent@profrent.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ Rent period: weekly / fortnightly / monthly Bond: \$

Tenancy Term: ☐ Fixed term agreement ☐ 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:

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____

TYPE OF OCCUPANCY:

☐ Rent ☐ Owner ☐ Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____

FAX: _____

EMAIL: _____

CURRENT RENT

\$ _____

Rent period: _____

← weekly / fortnightly / monthly

REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____

TYPE OF OCCUPANCY:

☐ Rent ☐ Owner ☐ Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____

FAX: _____

EMAIL: _____

PREVIOUS RENT:

\$ _____

Rent period: _____

← weekly / fortnightly / monthly

REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILSAre 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: _____

SUBURB: _____

STATE: _____ POSTCODE: _____

PHONE: _____

FAX: _____

EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____

PHONE: _____

ITEM 9: CENTRELINK PAYMENTSAre you receiving any regular Centrelink payments? ☐ Yes ☐ No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK):

\$ _____

DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILSAre 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: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

ITEM 12: PERSONAL REPRESENTATIVE

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

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE/MOBILE:

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

☐ Passport

☐ Full birth certificate

☐ Citizenship certificate

40 Points

☐ Australian Driver's Licence

☐ Student Photo ID

☐ Department of Veterans Affairs card

☐ Centrelink card

☐ Proof of age card

☐ State/Federal Government Photo ID

25 Points

☐ Medicare card

☐ Council rates notice

☐ Motor vehicle registration

☐ Telephone bill

☐ Electricity bill

☐ Gas bill

☐ Tenancy History Ledger

☐ Bank statement

☐ Credit card statement

☐ Last FOUR rent receipts

☐ Rent bond receipt

☐ 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.

INITIALS

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 | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Have no known reasons that would affect my ability to pay rent | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Was refunded the rental bond for my last address in full (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |

If false, please advise what deductions were made from your bond?

- | | | |
|--|-------------------------------|--------------------------------|
| 4. Have no outstanding debt to another Agent/Lessor? | <input type="checkbox"/> True | <input type="checkbox"/> False |
|--|-------------------------------|--------------------------------|

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Acknowledge that I have signed the agency's Privacy Notice and Consent. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Declare that the above information is true & correct and that I have supplied it of my own free will. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of Applicant: _____

Signature: _____ Date: _____

INITIALS

Privacy Act Acknowledgement Form for Tenant Applications & Approved Occupants

***** THE FOLLOWING 2 PAGES ARE FOR YOU TO READ THROUGH, WITH YOUR CONSENTING SIGNATURE ON THE BOTTOM OF THE NEXT PAGE. PLEASE ENSURE YOU SIGN THIS OR WE CANNOT PROCESS YOUR APPLICATION. *****

This form provides information about how we, the below named agent, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenant Control Pty Ltd (TICA) in specified circumstances. **If you do not consent to the disclosure of your personal information to TICA and consent to check references with other agents etc.; we cannot process your application.**

Member Name: Professional Rentals

Address: 29 Middle Street (Corner of Doig Street), Cleveland, QLD 4163

Phone: 3286 6644; Fax: 3286 6844

Email: prorent@profrent.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and, if considered acceptable, provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The Lessor/Owner for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal/Court orders or remedies.
- Refer to TICA to record details of your tenancy history.
- Refer to Lessors/owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you request to rent.

TICA Statement:

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN: 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application enquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA, proof of identity will be required and can be made by any of the following ways:

Phone: 1902 220 346 (calls are charged at \$0.50/minute including GST (higher from mobiles or pay phones))

Mail: TICA Public Enquires: PO Box 120, Concord NSW 2137 (A fee of \$8.80 plus stamped self-addressed envelope is required)

Primary Purpose:

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold as follows:

Name, Date of Birth, Drivers licence number, Proof of age card numbers and/or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

DECLARATION:

The applicant/s hereby declare/s:

- That all the above details are true and correct
- That the agent is authorised to cross reference relevant details against the listed reference and check through any reference checks that the agent may be affiliated with
- Not to be bankrupt or insolvent
- **That by signing this application I agree that upon verbal acceptance by both parties I will pay two (2) weeks rent within the first 24 hours unless otherwise organised, and that this deposit will not be refunded if I change my mind, or am unable to take the property.**

Applicants' Name

Signature

Date

Fast, Simple, Free!

myconnect

Connecting all your utilities

and maybe even save you money

1

Agree

Agree as per below, for the MyConnect team to contact you

2

We Call You

MyConnect call you to make contact and discuss your move in date

3

Choose your Suppliers



and many more

4

Move in!

Move into your house with all your services ready to go.

myconnect



MyConnect is a FREE & EASY to use utility connection service available for tenants

☒ Yes, Please Contact Me

☐ Interpreter service required (tick here)

Ph : 1300 854 478

Fax : 1300 854 479

enquiry@myconnect.com.au

www.myconnect.com.au

Unless I have opted out below, I:
consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

☐ Tick here to opt out



easyBondpay™
makes renting easier for you

 **we make
renting easy
for you** 

paying your bond by the month is easy

What is easyBondpay?




Moving home is expensive enough without the added financial stress of paying your rental bond upfront.

With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 easy monthly instalments.

There's no application forms or credit rating required, simply tell your property manager that you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

Make bond payments EASY with easyBondpay.

-  **NO PAPERWORK OR SUPPORTING DOCUMENTS REQUIRED**
-  **INSTANT APPROVAL**
-  **6 OR 12 MONTH EASY PAYMENT OPTIONS**

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.






Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

-  **NO MINIMUM OR MAXIMUM BOND VALUE**
-  **SAME DAY, FULL BOND PAYMENT**
-  **REAL ESTATE INSTITUTE APPROVED**

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

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