



OFFICE USE ONLY:

Deposit: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Application accepted: YES / NO

Forms 17a, 18a, Special Conditions of Tenancy and if applicable Body Corporate By-Laws provided to tenant ahead of application being lodged.

**RESIDENTIAL TENANCY APPLICATION**

**\*\*Please Note: Application must be fully completed and all required documents attached\*\***

I / We agree to supply the following for each Applicant ...

Office Use

1 2

- Application Form to be delivered in person by all Applicant/s to our office at 630 Samford Road Mitchelton.
- 3 Forms of identification. As an example Passport / Drivers Licence / Medicare Card / Birth Certificate / Passbook / ATM Card (at least 1 card must have a photo ID).
- 4 recent rental receipts or tenant ledger statement.
- Copies of at least 2 different accounts. As an example Electricity, Telephone, Car Registration, Bank Statements etc.
- 4 recent pay slips or Income and Asset Statement from Centrelink or last tax return (if self employed).
- Denovans Real Estate must be informed prior to any deposit being paid if you will be receiving a Queensland Housing Commission Bond Loan
- **The equivalent of one weeks rent must be paid by Eftpos immediately upon notification from Denovans Real Estate that the application has been approved by Denovans Real Estate. The deposit will not be considered to be a holding deposit and will be credited to part of the bond amount due. The applicant will not be entitled to have the property held for them until such time that they are both approved and the deposit is paid. Should the deposit not be paid immediately upon approval of the application then the application shall be deemed to have been withdrawn and the property will be made available to other tenants to rent. Additionally, full balance of the initial rent and balance of bond to be paid within 72 hours of acceptance.**
- Please be certain you wish to rent this property and that it suits all your requirements as any deposit paid after you are notified by Denovans Real Estate that the application has been approved by the Lessor will be non-refundable. Please also be aware that upon communication from Denovans Real Estate that the application has being accepted and the deposit been paid as detailed above the terms and conditions of the Residential Tenancy Agreement will be deemed to have been agreed to and will become legally binding.
- All Applicant/s must sign the Application at Denovans Real Estate office at time of delivery

**I/We the Applicant/s understand and acknowledge the above requirements and terms**

**PROPERTY ADDRESS:**

**DATE**                    /                    /

**APPLICANT NAME/S**

**APPLICANT SIGNATURE/S**

**APPLICANT 1**

|                      |                    |                                      |
|----------------------|--------------------|--------------------------------------|
| All Christian Names: |                    | Surname:                             |
| Home Phone:          | Work Phone:        | Mobile Phone:                        |
| Email:               | Date of Birth: / / | Drivers Licence No / State of Issue: |

|                                      |  |
|--------------------------------------|--|
| Have you any dependants:<br>YES / NO | If YES to dependants please supply names and ages of dependants: |
| Are you a smoker:<br>YES / NO        |  |

|                                     |                       |
|-------------------------------------|-----------------------|
| <u>Present</u> Address:             | Period of Occupancy:  |
| Name and Address of Agent / Lessor: | Agent / Lessor Phone: |
| Why are you leaving ?               | Weekly Rent: \$       |

|                                    |                       |
|------------------------------------|-----------------------|
| <u>Previous</u> Address:           | Period of Occupancy:  |
| Name and Address of Agent / Lessor | Agent / Lessor Phone: |
| Why did you leave ?                | Weekly Rent: \$       |

**Complete either:**

|                     |                         |
|---------------------|-------------------------|
| Occupation:         | Current Employer:       |
| Employers Address:  | Employers Phone:        |
| Time with Employer: | Weekly Income (net): \$ |

**or if Self Employed**

|                                |             |
|--------------------------------|-------------|
| Name of Business:              | ABN:        |
| Address of Business:           | Time owned: |
| Accountant:<br>Name / Address: | Phone:      |

**or if Student**

|  |                          |
|--|--------------------------|
| Name of University, Tafe, or School:     | Student No:              |
| Are you an Overseas student:<br>YES / NO | If YES Visa Expiry Date: |

Contact Names in case of emergency: two required

|          |        |
|----------|--------|
| Name:    | Phone: |
| Address: |        |
| Name:    | Phone: |
| Address: |        |

Personal References (not relatives, friends or partners)

|          |               |                       |
|----------|---------------|-----------------------|
| Name:    | Relationship: | Phone (office hours): |
| Address: |               |                       |
| Name:    | Relationship: | Phone (office hours): |
| Address: |               |                       |

**APPLICANT 2**

|                      |                    |                                      |
|----------------------|--------------------|--------------------------------------|
| All Christian Names: |                    | Surname:                             |
| Home Phone:          | Work Phone:        | Mobile Phone:                        |
| Email:               | Date of Birth: / / | Drivers Licence No / State of Issue: |

|                                      |  |
|--------------------------------------|--|
| Have you any dependants:<br>YES / NO | If YES to dependants please supply names and ages of dependants: |
| Are you a smoker:<br>YES / NO        |  |

|                                     |                       |
|-------------------------------------|-----------------------|
| Present Address:                    | Period of Occupancy:  |
| Name and Address of Agent / Lessor: | Agent / Lessor Phone: |
| Why are you leaving ?               | Weekly Rent:<br>\$    |

|                                    |                       |
|------------------------------------|-----------------------|
| Previous Address:                  | Period of Occupancy:  |
| Name and Address of Agent / Lessor | Agent / Lessor Phone: |
| Why did you leave ?                | Weekly Rent:<br>\$    |

**Complete either:**

|                     |                            |
|---------------------|----------------------------|
| Occupation:         | Current Employer:          |
| Employers Address:  | Employers Phone:           |
| Time with Employer: | Weekly Income (net):<br>\$ |

**or if Self Employed**

|                                |             |
|--------------------------------|-------------|
| Name of Business:              | ABN:        |
| Address of Business:           | Time owned: |
| Accountant:<br>Name / Address: | Phone:      |

**or if Student**

|  |                          |
|--|--------------------------|
| Name of University, Tafe, or School:     | Student No:              |
| Are you an Overseas student:<br>YES / NO | If YES Visa Expiry Date: |

## Contact Names in case of emergency: two required

|          |        |
|----------|--------|
| Name:    | Phone: |
| Address: |        |
| Name:    | Phone: |
| Address: |        |

## Personal References (not relatives, friends or partners)

|          |               |                       |
|----------|---------------|-----------------------|
| Name:    | Relationship: | Phone (office hours): |
| Address: |               |                       |
| Name:    | Relationship: | Phone (office hours): |
| Address: |               |                       |

**Motor vehicles to be kept at property**

| Registration No. | Make / Model |
|------------------|--------------|
|                  |              |
|                  |              |

| Registration No. | Make / Model |
|------------------|--------------|
|                  |              |
|                  |              |

**Full Names of who will occupy the Property other than Applicant/s** (as shown above) who will occupy the Property. If more than two Applicant/s please complete a Residential Tenancy Application - Additional Applicant form and attach.

| Full Name | Relationship To Applicant | Dependant Y/N |
|-----------|---------------------------|---------------|
|           |                           |               |
|           |                           |               |
|           |                           |               |

| Full Name | Relationship To Applicant | Dependant Y/N |
|-----------|---------------------------|---------------|
|           |                           |               |
|           |                           |               |
|           |                           |               |

**Animals to be kept on Property**

| Type (Dog, Cat) | Breed (if Dog) | Is the animal Registered with the Council? Which Council? |
|-----------------|----------------|---|
|                 |                | YES / NO  |
|                 |                | YES / NO  |

| Type (Dog, Cat) | Breed (if Dog) | Is the animal Registered with the Council? Which Council? |
|-----------------|----------------|---|
|                 |                | YES / NO  |
|                 |                | YES / NO  |

**WHERE DID YOU FIND OUT ABOUT THIS PROPERTY ?**

Sign on Property      www.denovans.com      www.realestate.com.au      Courier Mail   
 Window Display - Denovans      Window Display - Brookside      Local Paper

**YOUR OWN HOME ?** Please answer YES or NO (please circle)

|   |     |    |
|---|-----|----|
| Have you ever owned your own home?                      | YES | NO |
| Would you like to register as a prospective buyer ?     | YES | NO |
| Would you like information about owning your own home ? | YES | NO |
| Are you eligible for the first home buyers grant ?      | YES | NO |

**PROPOSED TERMS OF TENANCY AGREEMENT**

|   |  |
|---|--|
| REQUIRED LENGTH OF TENANCY AGREEMENT: <b>6</b> or <b>12</b> months<br><b>Please Note: The rent may increase after six months.</b> (please circle) | FROM:                                    /   / |
| GROSS WEEKLY RENT *:     \$   |  |
| RENTAL BOND TO BE PAID:<br>(4 times gross rent)             \$  |  |

**Please note: If your application is accepted you are applying on the basis that your rent will be required to be adjusted to become due on a Monday then paid on a fortnightly basis either by RentPay, Bank Cheque/Money Order of Eftpos (Savings or Cheque A/C only) direct to Denovans office at 630 Samford Rd, Mitchelton.**

- The Applicant/s acknowledge having inspected the Property and have by their own judgement deemed the Property suitable for their requirements. Denovans Real Estate makes no representation as to the suitability of the Property for the Applicant/s.
- During the inspection of the Property I / We found it to be in satisfactory condition YES NO (please circle)  
 If "No" I/We request the following matters be attended to prior to the commencement of the Tenancy. I/We acknowledge that these matters are subject to the Lessors approval  
 .....  
 .....

## DECLARATION

Please declare the following by selecting either TRUE or FALSE (please circle)  
I/We, the Applicants as named on this Application ....

|   |      |       |
|---|------|-------|
| Were refunded the rental bond for my/our last address in full (if applicable) | TRUE | FALSE |
| Have never been evicted from a Premises                                       | TRUE | FALSE |
| Have no outstanding debt to an another Agent/Lessor?                          | TRUE | FALSE |
| Have no known reasons that would affect in any way the ability to pay rent    | TRUE | FALSE |

## ACKNOWLEDGEMENT

I/We, the Applicants as named on this Application ....  
Please acknowledge the following by selecting either YES or NO (please circle)

|  |     |    |
|--|-----|----|
| Acknowledge that I/We have received and understand the General Tenancy Agreement (Form 18a) including the standard terms and/or special conditions ahead of completing this application.   | YES | NO |
| Acknowledge that I/We have received or have had made available the Information Statement (Form 17a), Body Corporate By-Laws (if applicable) ahead of completing this application.  | YES | NO |
| Acknowledge that I/We have been made aware of the Denovans Real Estate Privacy Policy. Available from the Denovans Real Estate office or at <a href="http://www.denovans.com">www.denovans.com</a>   | YES | NO |
| I/We consent and understand that Denovans Real Estate has collected this information for the purpose of ascertaining whether I/We are a suitable tenant/s for the property applied for. This will include identification, my/our ability to care for the property, my/our character and my/our creditworthiness.   | YES | NO |
| I/We authorise Denovans Real Estate to contact the persons named in this Application, and to undertake such enquiries and searches (including tenancy databases searches) as Denovans Real Estate considers necessary.   | YES | NO |
| I/We understand that information provided by me/us may be disclosed to and further information obtained from referees named in this Application and other relevant third parties.  | YES | NO |
| Acknowledge and understand that if this Application is declined, Denovans Real Estate is not legally obliged to provide reasons as to why.   | YES | NO |
| Acknowledge that the Lessor and Applicant (tenant) are bound by this Agreement immediately upon communication from Denovans Real Estate of acceptance of this Application.   | YES | NO |
| I/We consent and understand that should my/our tenancy be accepted and upon commencement of the Residential Tenancy Agreement, there may be cause for Denovans Real Estate/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 |
| Acknowledge and Understand that my/our personal Contents Insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my/our personal belongings.  | YES | NO |
| I/We consent to the use of facsimile and email in accordance with the provisions as set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth)   | YES | NO |
| Declare that the above is true and correct and that I/We have supplied it of my/our own free will.   | YES | NO |

**Applicant 1**

|            |            |       |
|------------|------------|-------|
| Full Name: | Signature: | Date: |
|            |            | / /   |

**Applicant 2**

|            |            |       |
|------------|------------|-------|
| Full Name: | Signature: | Date: |
|            |            | / /   |

**Denovans Staff Member**

|            |       |       |
|------------|-------|-------|
| Name:      |       |       |
| Signature: | Date: | Time: |
|            | / /   |       |

# Direct Connect Your Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity  Internet  Gas  Phone  Pay TV  Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to Utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until (28) days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ P: 1300 664 715 F: 1300 664 185 W: [www.directconnect.com.au](http://www.directconnect.com.au)

**Please note: Direct Connect do not organise or guarantee gas connections**



## What Now !!

Thank you for your application, we will endeavour to process it and notify you as quickly as possible of the outcome. Unfortunately we cannot give you a time frame of how long it will take to process your application as it varies due to the checks that we need to carry out, however Applications are generally processed within 3 working days. We will contact you as soon as we know the outcome of your Application.

### **IF YOUR APPLICATION IS NOT ACCEPTED:**

1. We will contact you and advise the outcome of the Application.
2. We are not legally obliged to give a reason as to why your Application was declined and therefore you may not be given a reason.
3. All reasonable steps will be undertaken to destroy or permanently de-identify your personal information within 7 days. Alternatively you may wish to retrieve personal information prior to its disposal.

### **IF YOUR APPLICATION IS ACCEPTED:**

1. We will call and advise that your Application has been accepted and the equivalent of one weeks rent must be paid by Eftpos immediately at this time. The deposit will not be considered to be a holding deposit and will be credited to part of the bond amount due. You will not be entitled to have the property held for you up until such time that you are approved and the deposit is paid. Should the deposit not be paid immediately upon approval of the application then the application shall be deemed to have been withdrawn and the property will be made available to other tenants to rent.
2. We will arrange an appointment time for all Applicant/s to come in and sign the Residential Tenancy Agreement. All Applicants will need to sign this Agreement at the same time during Denovans Real Estate weekday business hours as soon as possible after having been approved.

*Please Note: The initial payment for the balance of Rent and Bond is due within 72 hours of Application being approved and needs to be paid by either one Bank Cheque, Money Order or Eftpos (Cheque or Savings account only) The bank cheque or money order need to be made out to: Lanjack Pty Ltd Trust Account.*

3. When you come in for your appointment we will go through the following:
  - Residential Tenancy Agreement
  - Rental Bond Forms
4. Please arrange for your utilities to be connected.
5. Keys cannot be given out prior to the Residential Tenancy Agreement commencement date and until the Residential Tenancy Agreement has been signed for by ALL Tenants.
6. Keys will be available for collection from 8:30am on the day that the Tenancy Agreement commences.
7. Start moving in .. you have a new home!
8. Return the written Condition Report within 3 days of the commencement of the Tenancy.
9. You will be sent a letter giving you access codes to get into the Client Access area of our website - [www.denovans.com](http://www.denovans.com) . This will allow, if you have internet access, to lodge any maintenance issues and view information about your tenancy ie Rent Paid To dates, Tenancy Agreement Expiry Dates etc.
10. Please contact our office and advise us of your new phone numbers or email addresses etc. This can also be done via the Client Access area of the website.

Applicant/s acknowledge having read this page \_\_\_\_\_ (All Applicants please initial here)