

APPLICATION FORM

HOW TO APPLY

Email the FULLY COMPLETED Application Form, Identification & Payslips to the email address above.

If you have any questions, please call our office on 07 3170 3760

APPLICATION PROCESS

- Complete the Tenancy Application (One Application per Applicant 18 years and over).
- Ensure the application is completed in full; we cannot process this application unless all information is completed.
- Attach photocopies of documents required to meet the 100 points of identification as the guide shows below
- 2 x Recent Pay Slips or Proof of Income is required
- All applications need to be of a clear resolution when sent electronically at all times
- Incomplete applications can't be processed until all information is received

CHECKLIST FOR 100 POINTS OF IDENTIFICATION

Passport	40	<input type="checkbox"/>	Proof of Age Card	40	<input type="checkbox"/>	Drivers Licence (front & back)	40	<input type="checkbox"/>
Birth Certificate	40	<input type="checkbox"/>	Government Issue Photo ID	40	<input type="checkbox"/>	Electricity/Gas Account	10	<input type="checkbox"/>
Car Registration	10	<input type="checkbox"/>	Rates Notice	10	<input type="checkbox"/>	Telephone Account	10	<input type="checkbox"/>
Medicare Card	10	<input type="checkbox"/>	Bank Card (front & back)	10	<input type="checkbox"/>	Bank Statement	10	<input type="checkbox"/>
Payslips	20	<input type="checkbox"/>	Personal Membership Card	10	<input type="checkbox"/>	Previous RTA Form 18a	20	<input type="checkbox"/>

Information verification by our Agency

To verify your Application information and to do a background check on all applicants and or approved tenants, we use the Tenancy Database TICA, Social Media sites and Google. If you have had a problem with a previous Tenancy or feel that information we may find, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support your Application for Tenancy and this information will be supplied to the owner/s to make an informed decision.

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

Rent payment method options

Direct Debit or Money Order or Bank Cheques are accepted as rent payment methods. We do not accept cash.

I/we accept that in submitting this application, I/we have taken it upon our own endeavours to determine whether this property is suitable for our needs. I/we accept that all inclusions and exclusions of the premises for the purposes of renting the property have been made clear from our own or a personal representatives investigation. Hot Property Management / owner will not accept any responsibility for incorrect presumptions or information about the inclusions and exclusions of the property for the purpose of renting the property.

Name Applicant 1

Signature: Date __/__/__

Name Applicant 2

Signature: Date __/__/__

Disclaimer: Whilst every care is taken in the preparation of the information contained in marketing of this property, Hot Property Management nor the owner will not be held liable for any errors in typing or information. All applicants must rely upon their own inspection in order to determine whether or not this property suits and or meets their personal requirements before submitting a personal application.

DECLARATION BY APPLICANTS

I / we hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I/we acknowledge that I /we will be required to pay the amounts specified upon being approved by the owner.

I / we acknowledge that this application is subject to the approval of the owner/Landlord. I/we declare that all information contained in the attached application is true and correct and given of my/our own free will. I/we declare that I/we have inspected the premises. I/We have either personally inspected or had a trusted representative inspect the property on my/our behalf and accept the condition of the property at the time of the inspection. I/We accept that it is the responsibility of myself/us as the applicant/s to make sure that the property suits my/our own personal needs before submitting this application.

I/we authorize the agent to obtain personal information about me/us from:

- The owner or agent of my/our current or previous residences.
- My/Our personal referees for this application.
- My/Our current and past employers.
- Any person who maintains any record, listing or database of defaults by tenants, and that I/we authorize and consent to each of those persons providing requested personal information about me/us to the agent.
- Social Media sites and Google.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I/we may apply for in the future.

I/we am/are aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant – the owner and/or owner’s representative can request personal information/ a copy of the application at any time
- Prepare lease/tenancy documents.
- Allow trades people or equivalent organizations to contact me/us.
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities (where applicable).
- Refer to collection agents/lawyers (where applicable)
- Refer to Body Corporate Management (where applicable)
- Refer to Insurance Companies (where applicable)

I/we am /are aware that if information is not provided or I/we do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises. I/we am/aware that I/we may access personal information on the contact details below.

Name Applicant 1

Signature: _____ Date __/__/__

Name Applicant 2

Signature: _____ Date __/__/__

TENANCY APPLICATION

Property you are applying for (address): _____

Rent \$ _____ Per Week

Bond (4 weeks) \$ _____

Rent (2 weeks) \$ _____

Lease Start Date: _____

Preferred Lease Period: _____

Full Name: _____

D.O.B. _____

Drivers Licence - Number _____ (State of Issue) _____

Passport #: _____

Email Address: _____

Mobile # _____

Work # _____

Pets? Yes or No If Yes How many _____

****Pet application must be completed****

Car Registration: _____

Number of Cars at Property: _____

Other people applying with you:

Name _____

Name _____

Name _____

Name _____

Phone _____

Phone _____

Phone _____

Phone _____

Children to reside at this property (under 18 years of age)

First & Last Name

Age

First & Last Name

Age

First & Last Name

Age

First & Last Name

Age

First & Last Name

Age

First & Last Name

Age

Employment: circle → Full Time / Part Time / Casual / Contract / Self Employed / Unemployed / Other

Company Name _____

Company Phone: _____

 Income (per week **after tax**) _____

Length of Service

Yr's

Mth's

Details of WHO we can confirm your Employment with:

Name of Person to contact _____ Circle: Manager / Supervisor / HR or Payroll?

Contact's Phone _____

Contact's Email _____

Self Employed: Your Accountants Details

Company _____

Contact Name _____

Contact's Phone _____

Contact's Email _____

Current Rental Details:

Address _____

Current Rent

How long have you lived there?

Reason for leaving

\$ _____ per week

_____ Years _____ Months

Agent/Landlord Name

 Agent/Landlord **Phone#**

 Agent/Landlord **Email**

Previous Rental Details:

Address _____

Current Rent

How long have you lived there?

Reason for leaving

\$ _____ per week

_____ Years _____ Months

Agent/Landlord Name

 Agent/Landlord **Phone #**

 Agent/Landlord **Email**

Personal Referees: - Don't use: Family; Partner; Other Applicant or / Manager / Supervisor

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Next of Kin:

Name _____ Phone _____ Relationship _____

Emergency Contact:

Name _____ Phone _____ Relationship _____

Confirm ApplicationI have inspected the property **Yes / No** → The property **will be / has been** inspected by my **Family / Friend / Representative****Cross out above as appropriate** ↗ ↗ ↗**By signing below, I apply for the property stated and confirm the information I have provided is true and correct**

Signature: _____ Date _____

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number	Work Number	Mobile Number
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VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number	Fax Number	After Hours Number
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TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.

4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards and a copy of the receipt supplied to the Lessor/Lessor's Agent.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date