



# RESIDENTIAL TENANCY APPLICATION FORM

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**APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED.**

**Each Applicant Must Complete a Separate Application Form.**

## **Photo Identification**

When returning your Application, you **MUST** submit a form of photo identification. Failure to supply current photo identification will result in immediate refusal of your Application.

## **Required Supporting Documents**

You will be required to submit supporting documents with your application. Your application will **NOT** be processed if all documents are not provided.

## **Identification Check**

Please speak with the Property Manager should you be unable to meet the below criteria.

- Photo Identification (18+ Card OR Driver's License OR Passport)
- Other Identification (Medicare Card OR Pensioner card OR Health Care Card)
- Proof of Current Address. For example, Phone Bill OR Electricity Account OR Tenancy Agreement OR Council Rate Notice.
- Proof of Income. i.e. Most recent Wage Slips OR Employment Letter OR Bank Statements OR Centrelink Income Statements.

## **Processing an Application**

In most instances, we are able to process your Application within 48 hours and advise you by telephone. Please notify your referees that we will call/email to verify your details. If we are unable to contact all your referees or we are unable to reach the Lessor for approval, this process will be delayed.

## **Approval of Application**

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information. It is important that these documents are read and understood.



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## General Information Prior to Taking up Tenancy

### Securing the Property – Initial Payment

Once the application has been approved you will be required to pay a holding deposit of ONE weeks rent. Please note that this must be paid in cleared funds.

**THE PROPERTY WILL NOT BE SECURED FOR YOU UNTIL THE MONEY HAS BEEN CLEARED AND ALL PARTIES HAVE SIGNED THE TENANCY AGREEMENT AND RELATED DOCUMENTS.**

### Payment of Rent & Bond

**PRIOR TO TAKING POSSESSION OF THE PROPERTY, WE REQUIRE 2 WEEKS RENT AND BOND (EQUIVALENT TO 4 WEEKS RENT).** If your weekly rent is more than \$700 per week, the bond requirement may vary.

**This office does not accept bond transfers; however, we do offer 'EasyBond Pay'**

### Payment of Rent

Our office offers a range of payment methods.

1. Direct Deposit
2. Centrepay
3. EziDebit
4. Bank Transfer

Please note: - You will need to enquire with your Financial Advisor on additional costs associated with your preferred payment method.

### Signing of the Tenancy Agreement

All occupants must sign the ORIGINAL Tenancy Agreement prior to collecting the keys. The keys will not be realised unless all occupants have signed the ORIGINAL Tenancy Agreement, shown photo ID and all monies have been PAID and CLEARED.

### Telephone / Electricity / Gas Connection

It is the tenant's responsibility to connect the telephone/electricity/gas (if applicable) and to ensure it is disconnected at the end of the tenancy. All connection costs and deposits are the **tenant's responsibility**.

### Condition Report

When you move into a property, be very particular with the **Entry Condition Report** and make sure you mark down anything not already outlined on the report. If you **DO NOT** mark it down, you **WILL BE** liable for discrepancies when you vacate. You must return the Condition Report within **THREE** days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to it when you vacate the property.

### Tenant Agencies

Our office is a member of TICA (Ph: 1902 220 346). VEDA (Ph: 13 8332) & RP Data Tenant Register (Ph: 1300 734 318), which are tenant agency/databases. Should you default in your rent or breach a term of your Tenancy Agreement, your details may be listed with these agencies and others at the end of your tenancy. Once listed, the default information will remain on file until the matter is rectified. We do look forward to a harmonious Tenant/Agent relationship, and we will only take this course of action when necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.



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OFFICE USE ONLY	
Date received: _____ / _____ / _____ Time: _____ AM/PM	<input type="checkbox"/> Application signed & complete
Received by: _____	<input type="checkbox"/> Required documentation copied
Inspected with: _____	TICA check (listed): <input type="checkbox"/> YES <input type="checkbox"/> NO

## Application for Residential Tenancy

The 4 pages of this Application must be completed in full & signed or your Application will not be processed.

Please note that every adult **MUST** complete an Application Form.

Property Address (order of preference):		
Full Name:		DOB: _____ / _____ / _____
If you have been known by another name/s, please advise here		
Home Phone:	Work Phone:	Mobile:
Email Address:	Number of dependants to reside at the property (circle): 1 2 3 4 5 Other: _____	
Dependants		
Full Name:		Relationship to Applicant:
DOB: _____ / _____ / _____		
Full Name:		Relationship to Applicant:
DOB: _____ / _____ / _____		
Full Name:		Relationship to Applicant:
DOB: _____ / _____ / _____		

Motor Vehicle Registration:	Driver License No.:
Number of vehicles to be kept at the property:	18+ Card No.:
Are all vehicles registered? <input type="checkbox"/> YES <input type="checkbox"/> NO	Passport No.:
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property?	Total No.: _____

Are you intended on keeping a pet at the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, please complete a separate Pet Application Form

Do you or any other the dependants living with you smoke? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will you refrain from smoking inside this property? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Do you have contents insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO	Please note we strongly advise you have tenant's contents cover.
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<b>Current Accommodation Details</b>		
Property Address:		
<input type="checkbox"/> Owned <input type="checkbox"/> Rented		Weekly Payments: \$ _____
<i>IF RENTED</i>		
Name of Current Lessor/Agent:		Current Lessor/Agent Address:
Current Lessor/Agent Phone:		Current Lessor/Agent Fax:
		Current Lessor/Agent Email:
Period of Occupancy:		Reason for Leaving:
____/____/____ - ____/____/____		
Do you expect the bond to be refunded in full?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If no, why?</i>		
<i>If you have sold or are in the process of selling your home, please provide Sales Agent details:</i>		
Name of Sales Agent:	Sale Agent Phone:	Sales Agent Email:

<b>Previous Accommodation Details</b>		
Property Address:		
<input type="checkbox"/> Owned <input type="checkbox"/> Rented		Weekly Payments: \$ _____
<i>IF RENTED</i>		
Name of Previous Lessor/Agent:		Previous Lessor/Agent Address:
Previous Lessor/Agent Phone:		Previous Lessor/Agent Fax:
		Previous Lessor/Agent Email:
Period of Occupancy:		Reason for Leaving:
____/____/____ - ____/____/____		
Was your bond refunded in full?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If no, why?</i>		

<b>Personal References (do not include relatives):</b>		
Name:		Relationship:
Address:		
Daytime Phone:	Mobile:	Email:
Name:		Relationship:
Address:		
Daytime Phone:	Mobile:	Email:



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<b>Emergency Contact (not living with you):</b>		
Name:		Relationship:
Address:		
Daytime Phone:	Mobile:	Email:
<b>Closest Relative (not living with you):</b>		
Name:		Relationship:
Address:		
Daytime Phone:	Mobile:	Email:

<b>Income Details (all income is net or take home, per week):</b>		
Current Occupation:		Period of Employment:
Employer:		Weekly "take home" Income:
Address of Employment:		
Phone:	Fax:	Email:
Payroll Contact:		Email:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual		Contact Expiry: ____/____/____
		Hours worked p.w.: _____
<i>If Self-Employed</i>		
Name of Business:		Nature of Business:
Address:		
Business Phone:	Business Fax:	Business Email:
ABN:	Weekly "take home" Income:	
How long has your business been established?		<input type="checkbox"/> <12 months <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> >5 years
Accountant:		Contact:
Accountant Phone:	Accountant Fax:	Accountant Email:

<b>Credit References</b>		
Business Name:		Contact:
Phone:	Fax:	Email:



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<b>Credit References (continued...)</b>		
Business Name:		Contact:
Phone:	Fax:	Email:

<b>Government Benefits (if applicable):</b>	
Student Benefit:	Employment Benefit:
\$_____ per fortnight	\$_____ per fortnight
Pension:	Pension Type:
\$_____ per fortnight	
Other Benefit:	
\$_____ per fortnight	
Will this benefit change if you are approved for a property?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, by what amount?</i>	
\$_____ per fortnight	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

<b>Other Income (e.g. savings, investments, maintenance payments):</b>		
Income Source:	Income Derived:	Frequency
		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Income Source:	Income Derived:	Frequency
		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Income Source:	Income Derived:	Frequency
		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly

Have you ever been in evicted or are you in debt to another Lessor/Agent?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, please provide details:</i>	

I, the Applicant, accept the property in its present condition.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The property will be cleaned to Qld Hot Property's standards and a detailed Condition Report will be completed prior to you taking possession.	
<i>If no, please provide details:</i>	

How did you find out about this property?		
<input type="checkbox"/> Internet (i.e. RealEstate.com.au, Domain, QHP Website, Other)		
<input type="checkbox"/> "For Rent" sign	<input type="checkbox"/> Referral	<input type="checkbox"/> Office Enquiry

Any additional information you'd like to include in your application:



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## Terms & Conditions – Authority & Privacy Disclaimer

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that I am eligible to enter into this Agreement and that the information provided is true and correct and has been supplied of my own free will. I understand that you, as the Agent for the Lessor, have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if I will be a suitable tenant for the property.

I have inspected the property nominated on this application and wish to take a tenancy of such premises for a period of \_\_\_\_\_ from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_. I have been informed, understand and agree that the rental for the said property is to be paid on the said day nominated on the General Tenancy Agreement and is to be in advance at all times.

I have been informed, understand and agree that the Lessor's Agent will conduct inspections of the said property as required and I further warrant that I will co-operate fully to allow these inspections to be carried out as scheduled. The times allocated for these inspections are not able to be negotiated or rescheduled. I understand Qld Hot Property's Property Managers will conduct themselves in a professional manner whilst inspecting the said property at all times.

I, the applicant, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the Tenancy Agreement is fully signed by all parties; and
- (iii) the payment of all monies due, being full bond and two weeks rent, are paid in cleared funds prior to occupation of the premises

I have been informed, understand and agree that I will still be liable to pay rent from the commencement date of the Tenancy Agreement, despite not being permitted to enter the premises until the aforesaid monies are paid in full to Qld Hot Property.

It is agreed that acceptance of this Application is subject to the Agent obtaining a satisfactory report as to my credit worthiness. I understand that you, as the Agent, are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the Agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise any party listed on this Application to provide all information to Qld Hot Property as requested. I also authorise the Agent to give information to the Lessor of the property, credit providers, insurance providers, other Agents, salespeople, database agencies, references named in this Application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into, I agree that should I fail to comply with my obligations under the Agreement, the failure to comply may be disclosed to third party operators of tenant registry Agents and or other Agents. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, water costs, utility expenses, repairs and or damages to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me. I further consent to the Agent supplying my personal information to parties for further action. I confirm that Qld Hot Property has made the Privacy Policy available to me upon my request.

Once the Application has been approved, I agree to pay ONE WEEKS RENT as the bond to secure the property.

**THE PROPERTY WILL NOT BE SECURED UNTIL THE AGENT RECEIVES ONE WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**



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I, the applicant, have been informed, understand and agree that should this Application not be accepted, Qld Hot Property is not required or obligated to disclose why or supply any reason for the rejection of this Application unless the Application is declined as a result of my name being listed with a tenancy database for a tenancy breach or outstanding debt. If the Application is declined, my details will be held by Qld Hot Property on file for 7 days. Following this period all details held will be disposed.

Signed:

Name: _____
Date: ____ / ____ / ____

We are here to help, if there is any section of this application you do not understand or need help completing, please feel free to contact the office on 0746 378 633.