

# RENTAL APPLICATION FORM



ABN: 23 528 507 756

## Select A Property

- Via internet [www.domain.com.au](http://www.domain.com.au) or other advertised source
- Drive-by the property for location suitability.
- Contact us regarding viewing times if not advertised
- We will meet you at the property at the appointed time
- Call one hour prior to confirm your appointment. If we do not hear from you we do not attend.

## Application Process

- Complete an Application Form (one application covers up to 2 people, all occupants over 16 years must fill in an application form)
- Provide and attach photocopies of documents required to meet 100 points of identification as indicated on application form
- We must have evidence of your income. Provide photocopies of evidence of your income (Pay slips, Accountant Letter, Centrelink documents, Scholarship documents) with your application.

## Information Verification By Our Agency

To verify your application information we contact National Tenancy Databases (TICA). If you have had a problem with a previous tenancy, an upfront honest explanation will assist in further consideration to your application. We also contact your employer along with current & previous Agents/ Lessors & personal referees to verify information given in the application.

## If Your 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. If you are not successful—No reason is given and no discussion is entered into.

## Rent Payment Method Options

Internet Transfer, Direct Deposit or Money Order is accepted as rent payment methods.

**\*PLEASE NOTE - CASH IS NOT AN OPTION**

**P: 0410 634 584**

**E: [melinda@hhrrp.com.au](mailto:melinda@hhrrp.com.au)**

**A: 30 Stark Drive, Narangba QLD 4504**

## Application for Residential Tenancy

- Your application will only be processed if it is completed correctly and you provide photocopies of information required to support your application.

- Please be patient and allow 24-48 business hours to process application.

**- On Approval of your application you will be notified and we will advise that the tenancy agreement details. Once received you have only 24 hours to read, acknowledge and return confirmation to us with two weeks rent. The property will still be shown to other prospective tenants until paperwork is in order and the payment has been made.**

- Upon acceptance of your application and payment has been made, if for any reason you decide not to proceed with this application you will forfeit this payment. If your tenancy agreement has been signed it is deemed that the property is yours for the duration of the lease.

### Applicant Checklist

- Details for ALL applicants including 100 Points ID and Background Information listed below.
- Relevant information regarding children who will be residing at the property and pets (if applicable)

➤ **MAKE SURE YOU HAVE SIGNED ALL SECTIONS**

<b>100 Points Identification</b>	<b>Points</b>	<b>1st Applicant</b>	<b>2nd Applicant</b>
Photo ID—Drivers Licence / Passport (Mandatory Requirement)	40	<input type="checkbox"/>	<input type="checkbox"/>
Copy of phone/electricity bill /car registration papers	10 each (Max 30 Pts)	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card	10	<input type="checkbox"/>	<input type="checkbox"/>
Key card / Credit card	10	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statement ( <b>Mandatory Requirement</b> )	30	<input type="checkbox"/>	<input type="checkbox"/>
<b>BACKGROUND INFORMATION ***MUST HAVE***</b>		<b>1st Applicant</b>	<b>2nd Applicant</b>
Last 4 Payslips or Proof of Income from Centrelink		<input type="checkbox"/>	<input type="checkbox"/>
Previous Rent Receipts/Ledger or Rates notice/sale of contract if you have sold recently		<input type="checkbox"/>	<input type="checkbox"/>

# APPLICANT ONE

**PROPERTY ADDRESS FOR RENT:** \_\_\_\_\_

**APPLICANTS FULL NAME AND ADDRESS:**

Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

**PERSONAL DETAILS:**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry: \_\_\_\_\_ Passport No. \_\_\_\_\_ Expiry: \_\_\_\_\_

**APPLICANTS CONTACT DETAILS:**

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_ Email: \_\_\_\_\_

**CURRENT TENANCY ADDRESS:** \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ Period of Occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Agent/ Landlord \_\_\_\_\_ Business No. \_\_\_\_\_ Email \_\_\_\_\_

=====

**PREVIOUS ADDRESS:** \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ Period of Occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Agent/ Landlord \_\_\_\_\_ Business No. \_\_\_\_\_ Email \_\_\_\_\_

=====

**EMPLOYMENT or CENTRELINK:**

Current Employer: \_\_\_\_\_

Full time       Part time       Casual       Contract       Centrelink

Your Position: \_\_\_\_\_ Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Payroll/ Managers Name \_\_\_\_\_ Email \_\_\_\_\_ Business No. \_\_\_\_\_

Total Annual Income \_\_\_\_\_ Net Weekly Income \_\_\_\_\_

**IF SELF EMPLOYED:**

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_

Address \_\_\_\_\_ ABN \_\_\_\_\_

Period Self Employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Industry/ Nature of Business \_\_\_\_\_

Total Annual Income: \$ \_\_\_\_\_ (Attach Income Statement by Accountant or ATO Return)

Accountant Details \_\_\_\_\_ Business \_\_\_\_\_

# APPLICANT TWO

**PROPERTY ADDRESS FOR RENT:** \_\_\_\_\_

**APPLICANTS FULL NAME AND ADDRESS:**

Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

**PERSONAL DETAILS:**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry: \_\_\_\_\_ Passport No. \_\_\_\_\_ Expiry: \_\_\_\_\_

**APPLICANTS CONTACT DETAILS:**

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_ Email: \_\_\_\_\_

**CURRENT TENANCY DETAILS:** \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ Period of Occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Agent/ Landlord \_\_\_\_\_ Business No. \_\_\_\_\_ Email \_\_\_\_\_

=====

**PREVIOUS ADDRESS:** \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ Period of Occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Agent/ Landlord \_\_\_\_\_ Business No. \_\_\_\_\_ Email \_\_\_\_\_

=====

**EMPLOYMENT or CENTRELINK:**

Current Employer: \_\_\_\_\_

Full time       Part time       Casual       Contract       Centrelink

Your Position: \_\_\_\_\_ Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Payroll/ Managers Name \_\_\_\_\_ Email \_\_\_\_\_ Business No. \_\_\_\_\_

Total Annual Income \_\_\_\_\_ Net Weekly Income \_\_\_\_\_

**IF SELF EMPLOYED:**

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_

Address \_\_\_\_\_ ABN \_\_\_\_\_

Period Self Employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Industry/ Nature of Business \_\_\_\_\_

Total Annual Income: \$ \_\_\_\_\_ (Attach Income Statement by Accountant or ATO Return)

Accountant Details \_\_\_\_\_ Business \_\_\_\_\_

**DETAILS OF ALL VEHICLES TO BE KEPT AT THE PROPERTY**

Registration No: \_\_\_\_\_ Model \_\_\_\_\_ Owned / Hire Purchase \_\_\_\_\_

Registration No: \_\_\_\_\_ Model \_\_\_\_\_ Owned / Hire Purchase \_\_\_\_\_

**DETAILS OF ALL PERSONS TO RESIDE AT PROPERTY (INCLUDING CHILDREN)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_

**PETS:**     Yes                     No (If 'Yes' Refer to Attached Pet Application)

**EMERGENCY CONTACT DETAILS:**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

**PERSONAL REFEREES WHO ARE NOT RELATIVES**

1. Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

2. Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

**DECLARATIONS:**

Have you ever been evicted by any Lessor or Agent? **Yes/ No**

If Yes Details \_\_\_\_\_

Are you in debt to another Lessor or Agent? **Yes/ No**

Is there any reason known to you that would affect you ability to pay rent when due? **Yes/ No**

If Yes Details \_\_\_\_\_

Was your bond at your last address refunded in full? **Yes/ No**

**I/we apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_. I/we the applicants do solemnly and sincerely declare that the information is true and correct and that I/We have supplied the above information of my/our own free will. I/we the applicants have inspected the property, accept the condition and wish to take the tenancy of such mentioned premises. I/We undertake to pay a 2 week deposit of \$ \_\_\_\_\_ within 24 hours of written approval and the 4 week rental bond of \$ \_\_\_\_\_ upon the signing by me/us of the Tenancy Agreement.**

**Applicant 1 Signature** \_\_\_\_\_ **Witness** \_\_\_\_\_

**Applicant 2 Signature** \_\_\_\_\_ **Witness** \_\_\_\_\_

# PRIVACY DISCLOSURE & ACKNOWLEDGMENT FOR TENANTS AND APPROVED OCCUPANTS

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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

**Member: H&H Residential Properties Pty Ltd**

**Address: 30 Stark Drive, Narangba QLD 4504**

**Phone: 0410 634 584**

**Email: [admin@hhrp.com.au](mailto:admin@hhrp.com.au)**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you 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 a 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 / owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist 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 disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and affiliated industries
- Lessors / Owners insure in the event of an insurance claim
- 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 provide you with the property you requested to rent.

## **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group 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 inquiries and tenancy history. TICA Assist Pty Ltd (ABN 38137 488 503) is a database company that records information from mercantile agents and associated industries. 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 the TICA Group proof of identity will be required and can be made by any of the following ways.

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

## **Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

## **Further Information about TICA**

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on the Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (Higher from mobile and Pay Phone)

If your personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessed**

# PET APPLICATION AND AGREEMENT

<b>AGENCY DETAILS</b>	<b>H&amp;H Residential Properties</b>		
<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>PET DETAILS</b>  If more than 2 pets please use 2 applications	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	<b>TYPE OF PET</b>		
	<b>NAME/S</b>		
	<b>AGE</b>		
	<b>DESEXED</b>	YES/ NO	YES/ NO
	<b>COUNCIL REG #</b>		
	<b>DESCRIPTION</b>		
<b>PHOTO PROVIDED</b>	YES/ NO	YES/ NO	
<b>TERMS AND CONDITIONS</b>	<p>The tenant acknowledges and agrees to the following terms and conditions:</p> <ol style="list-style-type: none"> <li>1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement</li> <li>2. Any Pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing 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.</li> <li>3. The tenant will be liable for any damage or injury whatsoever caused by the pets on the property, whether they are the pets of the tenant or a guest, and regardless of their approval or not.</li> <li>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 a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</li> <li>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 the Australian standards.</li> <li>6. The pet/s are to be outside at ALL times.</li> <li>7. By signing below you are only asking for approval of the above mentioned pets to be accepted at the property for which you are applying</li> <li>8. If approved you are required to at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</li> </ol>		
<b>ACKNOWLEDGEMENT BY APPLICANT</b>	<b>APPLICANT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>