



Tenancy Application Form

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

I, _____ confirm that I have seen the property at _____ on _____ and wish to apply for the property in the condition it was in during my inspection.

Policy & Procedures:

- ❖ Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- ❖ Applications are processed Monday to Saturday only, allow 48 hours.
- ❖ Each applicant must submit individual form with 100 points of photocopied identification for each applicant.
- ❖ All applicants will be checked through the Tenancy Information Centre of Australia (TICA).
- ❖ Applications are referred to the owner of the property and the owners' decision is considered final.

Should Your Application Be Successful:

- ❖ You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms.
- ❖ Once you agree to the relevant terms, you will be committed to the property and are required to pay the bond (equivalent of 4 weeks rent) & 2 weeks rent, by either Bank Cheque, Money Order or Direct Transfer into our Trust Account.
- ❖ The property will not be removed from our availability list until your rent is paid and agreement fully signed. Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- ❖ Please make an appointment with our staff to sign your tenancy documentation and allow at least 45 minutes for this process.
- ❖ Please note the keys for the property will not be available for collection before 9.00am on the day that your tenancy agreement commences. Please do not ask to collect the keys prior to this time as refusal by the agency may offend.

Application for Residential Tenancy

(One application to be completed per person)

Part 1 Rental Property Details

Item 1: Agent Details

Agency name:

Address:

Phone: Mobile: Fax:

Email:

Item 2: Property Details

Property address

Rent \$ a week ☐ a fortnight ☐ a month ☐ Bond \$

Tenancy term Insert "fixed term agreement" or "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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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:

Item 7: Applicants Address History**Current residential address**

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

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

Phone

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:

Item 11: Personal References

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

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 12: Personal Representative

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

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

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.

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)
If false, please advise what deductions were made from your bond? | <input type="checkbox"/> True | <input type="checkbox"/> False |
| <div></div> | | |
| 4. have no outstanding debt to another agent/lessor?
If false, why are you in debt to your past agent/lessor? | <input type="checkbox"/> True | <input type="checkbox"/> False |
| <div></div> | | |

Part 5 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